

1997
OCCUPATIONAL OUTLOOK REPORT
AND
TRAINING DIRECTORY

COUNTY OF SAN BERNARDINO

**A Product of the
California Cooperative Occupational Information System**

Sponsored By:
The County of San Bernardino Private Industry Council
The State of California Employment Development Department,
Labor Market Information Division
and
The California Occupational Information Coordinating Committee

OCCUPATIONS STUDIED IN 1997

Adjustment Clerks

Amusement and Recreation Attendants

Automotive Body and Related Repairers

Claims Examiners – Property and Casualty Insurance

Computer Engineers

Counter and Rental Clerks

Dental Laboratory Technicians – Precision

Driver/Sales Workers

*Emergency Medical Technicians I, &
Emergency Medical Technicians Paramedic*

Gardeners, Groundskeepers – Except Farm

Industrial Production Managers

Marketing, Advertising, and Public Relations Managers

Medical Records Technicians

Opticians – Dispensing and Measuring

Pest Controllers and Assistants

*Physical Therapy Aides &
Physical Therapy Assistants*

Production, Planning, and Expediting Clerks

Property and Real Estate Managers and Administrators

Radiologic Technologists – Diagnostic

Surgical Technicians

Systems Analysts – Electronic Data Processing

Veterinary Assistants

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INTRODUCTION

The labor market information presented in this report has been compiled through a cooperative effort between the San Bernardino County Jobs and Employment Services Department and the Labor Market Information Division (LMID) of the State of California Employment Development Department as part of the California Cooperative Occupational Information System (CCOIS).

The information is based on confidential surveys of employers within the County of San Bernardino. The methods used to collect this information were designed and followed with the intention of collecting accurate and unbiased data.

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

CAREER DECISIONS

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personnel needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.

PROGRAM PLANNING

This report provides local planners and administrators with information on employment and training, as well as occupational size and expected growth rate. Program planners can use this data to evaluate, improve and eliminate programs, or to plan new programs.

CURRICULUM DESIGN

Training providers can assess and update their curriculums based on current employer needs and projected trends as indicated in this report.

ECONOMIC DEVELOPMENT

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.

PROGRAM MARKETING

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placements are much greater because their training programs are developed using reliable local occupational data.

HUMAN RESOURCE MANAGEMENT

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended to be used as a good reference to base and support these and many other decisions. Should you have any questions regarding the information in this report, please contact Panda Harris, CCOIS Program Coordinator, County of San Bernardino Jobs and Employment Services Department, at (909) 433-3339.

PROGRAM METHODOLOGY

OCCUPATION SELECTION

Occupational forecast tables prepared by the California Employment Development Department (EDD) provided past, present, and future employment by occupation and projected job growth rates for occupations in San Bernardino County. From these tables, a preliminary list of the occupations in the County of San Bernardino projected to grow the fastest for the period of 1993 to 2000 was developed by LMID. The CCOIS Program Coordinator applied the following criteria to narrow the list of possible occupations for survey to 45:

- The occupation had to have a substantial employment base in the county;
- There had to be a substantial number of projected job openings in the county;
- It had to appear to have present and future occupational growth;
- There had to appear to be substantial potential for earning capacity.

A list of 45 occupations was disseminated to trainers, educators, vocational counselors, etc., who were asked to rate the importance of obtaining additional employer demand information for the occupations identified, with one being high importance to 25. The 25 highest-ranked occupations were approved for study by LMID. Each occupation was clearly defined and the appropriate OES title was assigned.

SAMPLE SELECTION

After the occupations were selected and defined, an employer sample was developed for each occupation. One consideration in drawing up the employer sample was to identify the industry classification.

An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. Industries are classified by the Standard Industrial Classification Manual. There are nine major industry groups; some examples are agriculture, construction, manufacturing, and retail trade, which contain almost nine hundred detailed industry categories. Every firm in the state is classified in one of these detailed industry categories, according to the products or services they render.

LMID staff, using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. A

nurse aid would generally work for a firm classified in the health services category, whereas, a word processor may be scattered across several industries—health services, retail trade, manufacturing, etc. This was considered for each occupation when establishing the sample of employers that would receive questionnaires. This sample was carefully reviewed by CCOIS Program staff and employers were added or deleted, as appropriate, to obtain a sample of 40 employers for each occupation.

QUESTIONNAIRE DEVELOPMENT

In addition to a two-page standardized questionnaire, an optional third page was added this year by the CCOIS Program Coordinator to assess the importance of certain Basic/Technical Skills, Physical Abilities, Personal/Other Qualifications, and Flexibility.

SURVEY PROCEDURES

The original refined sample consisted of approximately 2,240 employers or 40 area representative employers for each occupation to be studied. The response goals were to receive 50% returned usable surveys from a refined employer sample of 30 employers, or approximately 15 for each occupation. Statistically, all the firms selected for the sample were expected to employ the occupation, but some did not. In order to meet the project's response goals and to keep the sample representative, it was necessary to replace firms selected by the sample that did not employ an occupation with firms that did. These replacements were made as closely as possible, with employers from the same industry and employer size groupings as the firms they replaced. To achieve the response goals, it was necessary to contact well over 2,000 employers in San Bernardino County. Employers were contacted by telephone to determine if they employed the occupation and were given an opportunity to respond by telephone, facsimile or mail. All returned surveys were reviewed for accuracy and completeness. Employers were contacted by telephone if answers were missing, unclear, or conflicted with other answers. If an employer reported that they did not employ in the surveyed occupation, or declined to participate in the study, it was considered a non-usable response. The sample was concurrently supplemented until the response goals were met. The occupations of Data Processing Equipment Repairers (OES Code 857050) and Sales Agents – Securities, Commodities and Financial Services (OES Code 430140) were ultimately dropped from the study due to insufficient employer response. The occupation of Emergency Medical Technicians – II (OES Code 325082) was eliminated from the study because it was discovered to be an obsolete occupation. Employers reported employing either Emergency Medical Technicians - I or Emergency Medical Technicians – Paramedic.

DATA ENTRY, TABULATION AND RESULTS

The survey responses were entered into a database and tabulations were produced. From these tabulations, the data were analyzed and the CCOIS Program Coordinator prepared the final occupational summary reports. Each occupational table provides

information on skills, training and hiring requirements, the size of the occupation, the growth rate expected, supply and demand assessment, and other information. Specific employer information is confidential and cannot be released.

An additional page of the questionnaire was added this year to assess the importance of certain Basic/Technical Skills, Physical Abilities, Personal/Other Qualifications, and Flexibility. Specifically, employers rated the importance of dimensions underlying these four factors on a three-point Likert scale. Responses were entered into a database. Tabulations produced the percentage of employers responding to each of the four choices on the questionnaire (e.g., N/A, Not Important, Important, Very Important) for each dimension.

DEFINITIONS AND TERMINOLOGY

OCCUPATION

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) titles. The titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics, February 1986. The occupations were selected for survey based on the needs of local users of occupational information.

EMPLOYMENT TRENDS

Size of Occupation

This term is used to describe the size of a particular occupation as it relates to the estimated total number of workers in the County of San Bernardino. Occupational size for this report is measured using the following scale:

Small = Less than 628 workers

Medium = 629 to 1,257 workers

Large = 1,258 to 2,723 workers

Very Large = 2,724 or more workers

Projected Growth

The following standard terms describe the expected growth rate for the seven-year period of 1993 through 2000. Average growth of all nonagricultural occupations in San Bernardino County for this period is 14.7%.

Much Faster Than Average = 1.50 times average or more

Faster Than Average = 1.10 to but not including 1.50 times average

Average = .90 to but not including 1.10 times average

Slower Than Average = 0 to .90 times average

Remain Stable = Zero

Slow Decline = Less than zero

Employment trends are subject to many unforeseen factors and it is important not to overemphasize growth in an occupation. For most occupations, more openings are the

result of workers leaving the labor force (attrition) or changing occupations than of industry growth. Replacement openings are numerous in occupations with relatively low training.

Employment Levels

Employers responded whether the occupation surveyed had declined, remained stable or grown during the last 12-month period and projected employment levels over the next three years. The total number of employees hired in the survey occupation during the last 12 months is given as well as the percentages of those hires which resulted from replacements, new or temporary positions.

SUPPLY/DEMAND

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry level and experienced positions in the occupation. The terms used to describe the supply/demand situation found in the area are currently defined as:

Not Difficult

Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

A Little Difficult

Worker supply is somewhat larger than demand for qualified applicants and applicants may experience competition in job seeking.

Somewhat Difficult

Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Very Difficult

Demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.

WAGES AND BENEFITS

The wage data enable comparison of salaries across occupations expressed in salary ranges and median wage. The data are not intended to represent official prevailing ranges and median wages. The ranges are based primarily on employer surveys with extreme answers excluded. Wages reported are prior to the minimum wage increase of September 1, 1997 and reflect the following definitions:

New Hires, No Experience

The wages of persons trained but with no paid experience in the occupation.

New Hires, Experienced

The wage paid to journey-level or experienced persons just starting at the firm.

Experienced After Three Years with Firm

The wages generally paid to persons with three years' journey-level experience at the firm.

EDUCATION

This section shows the level of formal education that recently hired employees in the occupation had attained.

TRAINING AND EXPERIENCE

The surveyed employers' requirements for work experience or whether training is accepted as a substitute for work experience is presented here. If training could be substituted for experience, the type of qualifying training is listed.

SKILLS & OTHER QUALIFICATIONS

Reported here are the skills and other qualifications that employers reported as being most important for employees to possess in the particular occupation studied.

RECRUITMENT METHODS

This section shows the various methods of recruitment reported to be used by employers.

OTHER INFORMATION

This section shows survey information regarding the percentage of employees who work full-time, part-time, temporary/on-call, or seasonal, and the average number of hours worked per week. Also listed are the percentage of males and females reported to be employed in the occupation, as well as other sources of information.

1997 CCOIS OCCUPATIONAL STUDY – SUMMARY HIGHLIGHTS

The following are summarized highlights of the results of information reported by the employers who responded to a study of 24 occupations in San Bernardino County for the 1997 California Cooperative Occupation Information System (CCOIS) Project:

- Responses were received from 327 employers, representing a total of 3,535 employees in the occupations studied.
- A total of 1,416 employees were reported to have been hired in the occupations studied during the last 12 months; 417 of which were to fill new positions, with the remaining 999 being either replacement or temporary positions.
- The majority of employers anticipated that employment within the occupations studied would remain stable over the next three years.
- Employers of all occupations reported that they anticipated some growth within the next three years with the exception of Emergency Medical Technicians – Paramedic, which was projected to remain stable. The highest percentage of employers indicating anticipated growth were in the following occupations:
 - Systems Analysts – Electronic Data Processing – 83%
 - Pest Controllers and Assistants – 81%
 - Physical Therapy Assistants – 75%
 - Computer Engineers – 67%
 - Marketing, Advertising, and Public Relations Managers – 58%
- Employers of only four of the twenty-four occupations anticipated a decline over the next three years. However, these percentages were very small and were far outweighed by the significantly higher percentages of employers who projected growth or stability within the same occupations.
- The supply of qualified experienced and inexperienced workers was somewhat larger than the employer demand for half of the occupations studied. The occupations for which employers may have some difficulty finding fully qualified experienced and inexperienced applicants were:
 - Automotive Body and Related Repairer
 - Computer Engineers
 - Counter and Rental Clerks (experienced applicants)
 - Dental Laboratory Technicians – Precision
 - Driver/Sales Workers
 - Industrial Production Managers
 - Marketing, Advertising, and Public Relations Managers

- Opticians – Dispensing and Measuring
 - Pest Controllers and Assistants
 - Property and Real Estate Managers and Administrators
 - Radiologic Technologists – Diagnostic
 - Systems Analysts – Electronic Data Processing
 - Veterinary Assistants
- The lowest education of recent hires was reported as Less Than High School for Gardeners, Groundskeepers – Except Farm 48%, Production, Planning and Expediting Clerks 15%, Industrial Production Managers 11%, Driver/Sales Workers 10%, Amusement and Recreation Attendants 7%, and Automotive Body and Related Repairers 5%.
 - The highest education of recent hires was reported as Bachelor's Degrees for Claims Examiners – Property and Casualty Insurance 98%, Computer Engineers 31%, Industrial Production Managers 7%, Marketing, Advertising, and Public Relations Managers 5%, and Property and Real Estate Managers and Administrators 3%. With the exceptions of Gardeners, Groundskeepers – Except Farm and Automotive Body and Related Repairers, all employers reported recently hiring employees with some college.
 - Average Median Wages over all occupations studied ranged from the lowest being Amusement and Recreation attendants at \$6.03/hour to the highest for Physical Therapy Assistants at \$16.95/hour.
 - Employers reported the following skills & other qualifications as being most important across all occupations studied:
 - Basic/Technical Skills
 - ◆ Ability to read and follow instructions
 - ◆ Oral communication skills
 - Physical Abilities
 - ◆ Ability to pass a pre-employment drug test
 - ◆ Ability to pass a pre-employment medical examination
 - Flexibility
 - ◆ Willingness to work nights, weekends and holidays
 - ◆ Willingness to work overtime
 - Personal/Other Qualifications
 - ◆ Ability to work as part of a team
 - ◆ Ability to work independently

Employers in all but two occupations – Gardeners, Groundskeepers – Except Farm and Emergency Medical Technicians – I – reported computer skills as being important.

OCCUPATIONAL SUMMARIES

ADJUSTMENT CLERKS

OES CODE: 531230

DESCRIPTION

Adjustment Clerks investigate and resolve customer complaints concerning merchandise, service, billing, or credit rating. They examine pertinent information to determine the accuracy of customer complaints and responsibility for errors, and notify customer and appropriate personnel of findings, adjustments, and recommendations such as exchange of merchandise, refund of money, credit to customer's account, or the adjustment of the customer's bill.

EMPLOYMENT TRENDS

Size of Occupation
MEDIUM - (629 – 1,257)

Projected Growth 1993 – 2000
MUCH FASTER THAN AVERAGE, 24.7%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.7%

EMPLOYMENT LEVELS	DECLINE	REMAIN STABLE	GROW
During the Past Year	0%	81%	19%
Projected Over the Next 3 Years	0%	69%	31%

Total Employees Hired Last 12 Months: 27

Resulting from:

Replacements Due to Promotions – 22%
Replacements Due to Employees Leaving – 67%
New Positions – 11%
Temporary Positions – 0%

SUPPLY/DEMAND

Employees	Not Difficult	A Little Difficult	Some-What Difficult	Very Difficult
Fully Experienced & Qualified	19%	50%	12%	19%
Inexperienced	12%	44%	38%	6%

Worker supply is somewhat larger than demand for both fully qualified experienced and inexperienced applicants. Applicants may experience competition in job seeking.

WAGES

ALL EMPLOYERS COMBINED

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$5.00	\$11.62	\$7.00
New Hires, Experienced	\$5.50	\$14.14	\$8.57
Experienced, After 3 Years with Firm	\$7.00	\$15.45	\$11.06

Of the firms responding, 100% were non-union

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	7%	93%
Dental Insurance	7%	87%
Vision Insurance	7%	60%
Life Insurance	7%	67%
Paid Sick Leave	20%	67%
Paid Vacation	20%	93%
Retirement	13%	47%
Child Care	0%	0%

Other Full-time Benefits: Long-term Disability

EDUCATION

Less Than High School	0%
High School or Equivalent	96%
Some College, But No Degree	4%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

ADJUSTMENT CLERKS

16 FIRMS RESPONDING REPRESENTING 79 EMPLOYEES

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOME-TIMES	NEVER
Previous Experience Required	6%	68%	13%	13%
Training as Substitute for Work Experience	0%	13%	81%	6%

Types of training which may substitute for experience:
Sales; Customer Service; General Office/Clerical

RECRUITMENT METHODS

Employees' Referrals	69%
Recruit Via Newspaper Ads	69%
Private Employment Agencies	19%
Hire Unsolicited Applicants	31%
In-House Promotion or Transfer	31%
Public School or Program Referrals	13%
Private School Referrals	0%
Employment Development Department	19%
Union Hall Referrals	0%
Other	0%

SKILLS & OTHER QUALIFICATIONS

Employers identified qualifications for employees in this occupation in the following order of importance:

Basic/Technical Skills

- Ability to read and follow instructions
- Oral communication skills
- Basic math skills
- Telephone answering skills

Physical Abilities

- Ability to pass a pre-employment drug test
- Ability to sit continuously for two or more hours
- Ability to pass a pre-employment medical examination

Flexibility

- Willingness to work nights, weekends, and holidays
- Willingness to work overtime
- Willingness to work part-time

Personal/Other Qualifications

- Ability to work independently
- Interpersonal skills
- Ability to work as part of a team
- Ability to perform routine, repetitive work

Computer Skills

- Word Processing
- Spreadsheet
- Database

OTHER INFORMATION

Hours: Full-time 62% - Average 40 hours-per-week
Part-time 38% - Average 22 hours-per-week

Employees reported for this occupation were:

MALE 20% - FEMALE 80%

Other Information Sources:

DOT Codes: 241.387-010; 241.367-014; 241.267-034
CA Occupational Guide #N/A

LOCAL TRAINING PROVIDERS

See Vocational Training Provider Index
Adjustment Clerks - Page 63

AMUSEMENT AND RECREATION ATTENDANTS

OES CODE: 680140

DESCRIPTION

Amusement and Recreation Attendants perform a variety of duties at amusement or recreation facilities. They schedule the use of recreation facilities and allocate equipment to participants of sporting events or recreational pursuits, collect fees for games played, set pins, prepare billiard tables, provide caddying and other services for golfers, and operate carnival rides and amusement concessions.

EMPLOYMENT TRENDS

Size of Occupation
SMALL - (less than 628)

Projected Growth 1993 – 2000
MUCH FASTER THAN AVERAGE, 34.0%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.7%

EMPLOYMENT LEVELS	DECLINE	REMAIN STABLE	GROW
During the Past Year	7%	86%	7%
Projected Over the Next 3 Years	20%	53%	27%

Total Employees Hired Last 12 Months: 197

Resulting from:

Replacements Due to Promotions - 6%
Replacements Due to Employees Leaving – 16%
New Positions – 1%
Temporary Positions – 77%

SUPPLY/DEMAND

Employees	Not Difficult	A Little Difficult	Some-What Difficult	Very Difficult
Fully Experienced & Qualified	27%	33%	33%	7%
Inexperienced	28%	36%	36%	0%

Worker supply is somewhat larger than demand for both qualified experienced and inexperienced applicants, and applicant may experience competition in job seeking.

WAGES

ALL EMPLOYERS COMBINED*

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$5.00	\$9.00	\$5.33
New Hires, Experienced	\$5.00	\$10.00	\$5.75
Experienced, After 3 Years with Firm	\$5.00	\$12.02	\$7.00

Of the firms responding, 93% were non-union

*Some employees may receive tips/commissions in addition to wages

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	0%	78%
Dental Insurance	0%	56%
Vision Insurance	0%	33%
Life Insurance	0%	56%
Paid Sick Leave	0%	44%
Paid Vacation	0%	67%
Retirement	0%	22%
Child Care	0%	11%

Other Full-time Benefits: Golf; Accident Insurance

EDUCATION

Less Than High School	7%
High School or Equivalent	60%
Some College, But No Degree	13%
Associate (2 Year) Degree	20%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

AMUSEMENT AND RECREATION ATTENDANTS

15 FIRMS RESPONDING REPRESENTING 312 EMPLOYEES

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOME-TIMES	NEVER
Previous Experience Required	13%	27%	27%	33%
Training as Substitute for Work Experience	7%	33%	40%	20%

Types of training which may substitute for experience:
OJT; Early Childhood Education Units; Food Servers Certificate

RECRUITMENT METHODS

Employees' Referrals	67%
Recruit Via Newspaper Ads	53%
Private Employment Agencies	0%
Hire Unsolicited Applicants	40%
In-House Promotion or Transfer	27%
Public School or Program Referrals	0%
Private School Referrals	0%
Employment Development Department	0%
Union Hall Referrals	0%
Other*	20%

*Job Fair; PGA Bulletin; Golf Magazine

SKILLS & OTHER QUALIFICATIONS

Employers reported the following qualifications as being most important for this occupation.

Basic/Technical Skills

- Oral communication skills
- Ability to read and follow instructions
- Problem solving skills
- Basic math skills

Physical Abilities

- Ability to stand continuously for two or more hours
- Ability to perform strenuous, physically demanding work
- Ability to pass a pre-employment drug test

Flexibility

- Willingness to work nights, weekends, and holidays
- Willingness to work part-time
- Willingness to work over-time

Personal/Other Qualifications

- Ability to work as part of a team
- Possession of a reliable vehicle
- Ability to handle crisis situations
- Willingness to work with close supervision

Computer Skills

- Word Processing
- Spreadsheet

OTHER INFORMATION

Hours: Full-time 10% - Average 31-39 hours-per-week
Part-time 30% - Average 24 hours-per-week
Temporary/On-Call 1 % - Average 16 hours-per-week
Seasonal 59% - Average 37 hours-per-week

Employees reported for this occupation were:

MALE 73% - FEMALE 27%

Other Information Sources:

DOT Codes: 349.664-010, 342.667-014, 341.667-010,
343.467-014, 342.663-010, 342.657-014, 341.683-010
CA Occupational Guide #N/A

LOCAL TRAINING PROVIDERS

See Vocational Training Provider Index
Amusement and Recreation Attendants – Page 63

AUTOMOTIVE BODY AND RELATED REPAIRERS

OES CODE: 853050

DESCRIPTION

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

EMPLOYMENT TRENDS

Size of Occupation
MEDIUM - (629 – 1,257)

Projected Growth 1993 – 2000
FASTER THAN AVERAGE, 20.3%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.7%

EMPLOYMENT LEVELS	DECLINE	REMAIN STABLE	GROW
During the Past Year	24%	58%	18%
Projected Over the Next 3 Years	0%	76%	24%

Total Employees Hired Last 12 Months: 40

Resulting from:

Replacements Due to Promotions – 8%
Replacements Due to Employees Leaving – 70%
New Positions – 19%
Temporary Positions – 3%

SUPPLY/DEMAND

Employees	Not Difficult	A Little Difficult	Some-What Difficult	Very Difficult
Fully Experienced & Qualified	12%	12%	41%	35%
Inexperienced	6%	6%	56%	32%

Employer demand is somewhat greater than the supply of both qualified experienced and inexperienced applicants. Employers may have some difficulty finding applicants at times.

WAGES

ALL EMPLOYERS COMBINED*

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$5.00	\$17.00	\$8.00
New Hires, Experienced	\$5.00	\$28.77	\$11.03
Experienced, After 3 Years with Firm	\$7.00	\$32.97	\$17.00

Of the firms responding, 100% were non-union

*Includes tips/commissions

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	0%	78%
Dental Insurance	0%	56%
Vision Insurance	0%	44%
Life Insurance	0%	67%
Paid Sick Leave	0%	22%
Paid Vacation	0%	89%
Retirement	0%	33%
Child Care	0%	0%

EDUCATION

Less Than High School	5%
High School or Equivalent	95%
Some College, But No Degree	0%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

AUTOMOTIVE BODY AND RELATED REPAIRERS

17 FIRMS RESPONDING REPRESENTING 208 EMPLOYEES

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOME-TIMES	NEVER
Previous Experience Required	53%	47%	0%	0%
Training as Substitute for Work Experience	0%	0%	88%	12%

Types of training which may substitute for experience:
I-CAR Certification; ASE Certification; OJT; Manufacturer Training

RECRUITMENT METHODS

Employees' Referrals	88%
Recruit Via Newspaper Ads	44%
Private Employment Agencies	0%
Hire Unsolicited Applicants	38%
In-House Promotion or Transfer	19%
Public School or Program Referrals	13%
Private School Referrals	6%
Employment Development Department	0%
Union Hall Referrals	6%
Other*	38%

*Paint Supply Vendor Referrals; Other Auto Body Shops

SKILLS & OTHER QUALIFICATIONS

Employers identified qualifications for employees in this occupation in the following order of importance:

Basic/Technical Skills

- Ability to read and follow instructions
- Oral communication skills
- Problem Solving Skills
- Basic Math Skills
- Supervisory Skills

Physical Abilities

- Ability to pass a pre-employment drug test
- Ability to perform strenuous, physically demanding work
- Ability to lift at least 10 lbs. repeatedly
- Ability to lift at least 50 lbs. repeatedly

Flexibility

- Willingness to work overtime
- Willingness to work nights, weekends and holidays

Personal/Other Qualifications

- Ability to work as part of a team
- Ability to work independently
- Ability to perform routine, repetitive work
- Possession of a reliable vehicle

Computer Skills

- Database
- Word Processing
- Spreadsheet
- Estimating Software

OTHER INFORMATION

Hours: Full-time 99% - Average 40 hours-per-week
Part-time 1% - Average 18 hours-per-week

Employees reported for this occupation were:

MALE 95% - FEMALE 5%

Other Information Sources:
DOT Codes: 807.381-010, 807.484-010, 865.684-010
CA Occupational Guide #68

LOCAL TRAINING PROVIDERS

See Vocational Training Provider Index
Automotive Body and Related Repairers – Page 64

CLAIMS EXAMINERS – PROPERTY AND CASUALTY INSURANCE

OES CODE: 219210

DESCRIPTION

Claims Examiners review settled insurance claims to determine that payments and settlements have been made in accordance with company practices and procedures and insure that adjusters have followed proper methods. They report overpayments, underpayments, and other irregularities and confer with legal counsel on claims requiring litigation.

EMPLOYMENT TRENDS

Size of Occupation
SMALL – (Less Than 628)

Projected Growth 1993 – 2000
FASTER THAN AVERAGE, 21.4%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.7%

EMPLOYMENT LEVELS	DECLINE	REMAIN STABLE	GROW
During the Past Year	0%	40%	60%
Projected Over the Next 3 Years	0%	60%	40%

Total Employees Hired Last 12 Months: 41

Resulting from:

Replacements Due to Promotions – 20%

Replacements Due to Employees Leaving – 49%

New Positions – 31%

SUPPLY/DEMAND

Employees	Not Difficult	A Little Difficult	Some-what Difficult	Very Difficult
Fully Experienced & Qualified	20%	40%	40%	0%
Inexperienced	40%	20%	40%	0%

Worker supply is somewhat larger than demand for both fully qualified experienced and inexperienced applicants and applicants may experience competition in job seeking.

WAGES

ALL EMPLOYERS COMBINED*

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$11.51	\$13.00	\$12.47
New Hires, Experienced	\$11.92	\$14.38	\$14.19
Experienced, After 3 Years with Firm	\$14.51	\$19.18	\$17.13

Of the firms responding, 100% were non-union

*Some employees may receive tips or commissions in addition to wages

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	0%	100%
Dental Insurance	0%	100%
Vision Insurance	0%	80%
Life Insurance	0%	80%
Paid Sick Leave	0%	80%
Paid Vacation	0%	100%
Retirement	0%	100%
Child Care	0%	0%

EDUCATION

Less Than High School	0%
High School or Equivalent	0%
Some College, But No Degree	2%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	98%
Graduate Study	0%

CLAIMS EXAMINERS – PROPERTY AND CASUALTY INSURANCE

5 FIRMS RESPONDING REPRESENTING 101 EMPLOYEES

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOME-TIMES	NEVER
Previous Experience Required	20%	40%	20%	20%
Training as Substitute for Work Experience	0%	0%	60%	40%

Types of training which may substitute for experience:
Claims Examiner License

RECRUITMENT METHODS

Employees' Referrals	80%
Recruit Via Newspaper Ads	100%
Private Employment Agencies	0%
Hire Unsolicited Applicants	0%
In-House Promotion or Transfer	80%
Public School or Program Referrals	20%
Private School Referrals	0%
Employment Development Department	0%
Union Hall Referrals	0%
Other*	20%

*Member Recruitment

SKILLS & OTHER QUALIFICATIONS

Employers identified qualifications for employees in this occupation in the following order of importance:

Basic/Technical Skills

Ability to read and follow instructions
Oral communication skills
Problem solving skills

Physical Abilities

Ability to sit continuously for two or more hours

Flexibility

Willingness to work overtime
Willingness to work nights, weekends, and holidays

Personal/Other Qualifications

Ability to work independently
Organizational skills
Ability to handle crisis situations

Computer Skills

Word Processing
Spreadsheet
Database

OTHER INFORMATION

Hours: Full-time 100% - Average 40 hours-per-week

Employees reported for this occupation were:

MALE 48% - FEMALE 52%

Other Information Sources:

DOT Codes: 241.217-010; 241.267-018

CA Occupational Guide #67

LOCAL TRAINING PROVIDERS

**See Vocational Training Provider Index
Claims Examiners – Property and Casualty Insurance –
Page 65**

COMPUTER ENGINEERS

OES CODE: 221270

DESCRIPTION

Computer Engineers analyze data processing requirements to plan EDP systems to provide system capabilities required for projected work loads. They plan layout and installation of new systems or modification of existing systems. They may set up and control analog or hybrid computer systems to solve scientific and engineering problems.

EMPLOYMENT TRENDS

Size of Occupation
SMALL - (Less Than 628)

Projected Growth 1993 – 2000
MUCH FASTER THAN AVERAGE, 42.2%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.7%

EMPLOYMENT LEVELS	DECLINE	REMAIN STABLE	GROW
During the Past Year	8%	25%	67%
Projected Over the Next 3 Years	0%	33%	67%

Total Employees Hired Last 12 Months: 16

Resulting from:
Replacements Due to Employees Leaving – 25%
New Positions – 75%

SUPPLY/DEMAND

Employees	Not Difficult	A Little Difficult	Some-what Difficult	Very Difficult
Fully Experienced & Qualified	0%	17%	58%	25%
Inexperienced	22%	22%	34%	22%

Employer demand is somewhat greater than the supply of both fully qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times.

WAGES

ALL EMPLOYERS COMBINED

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$5.11	\$15.00	\$10.00
New Hires, Experienced	\$8.00	\$26.37	\$16.00
Experienced, After 3 Years with Firm	\$10.00	\$33.65	\$19.38

Of the firms responding, 100% were non-union

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	20%	100%
Dental Insurance	20%	100%
Vision Insurance	20%	60%
Life Insurance	10%	60%
Paid Sick Leave	20%	90%
Paid Vacation	20%	90%
Retirement	10%	50%
Child Care	10%	10%

Other Benefits: Full-time - Section 125 Plan; Profit Sharing; Part-time – 401K Matching Funds

EDUCATION

Less Than High School	0%
High School or Equivalent	6%
Some College, But No Degree	57%
Associate (2 Year) Degree	6%
Bachelor (4 Year) Degree	31%
Graduate Study	0%

COMPUTER ENGINEERS

12 FIRMS RESPONDING REPRESENTING 49 EMPLOYEES

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOME-TIMES	NEVER
Previous Experience Required	42%	50%	0%	8%
Training as Substitute for Work Experience	0%	17%	58%	25%

Types of training which may substitute for experience:
Bachelor's Degree; College Computer Class; Computer Engineer Training; Technical PC Knowledge – Networking, Windows; Computer/Printer Repair; Industry Standard AT Certification Training

RECRUITMENT METHODS

Employees' Referrals	92%
Recruit Via Newspaper Ads	83%
Private Employment Agencies	8%
Hire Unsolicited Applicants	42%
In-House Promotion or Transfer	33%
Public School or Program Referrals	33%
Private School Referrals	33%
Employment Development Department	33%
Union Hall Referrals	0%
Other	0%

SKILLS & OTHER QUALIFICATIONS

Employers identified qualifications for employees in this occupation in the following order of importance:

Basic/Technical Skills

- Ability to read and follow instructions
- Basic math skills
- Problem solving skills
- Oral communication skills

Physical Abilities

- Ability to sit continuously for two or more hours
- Ability to pass a pre-employment drug test
- Ability to lift at least 10 lbs. repeatedly

Flexibility

- Willingness to work overtime
- Willingness to work nights, weekends, and holidays

Personal/Other Qualifications

- Ability to work independently
- Ability to work as part of a team
- Interpersonal skills

Computer Skills

- Database
- Spreadsheet
- Word Processing
- Desktop Publishing
- Auto Cad, Microstation
- Operating Systems/Configuration:
- Novell & Windows NT
- Unix
- C Plus Plus
- DOS

OTHER INFORMATION

Hours: Full-time 84% - Average 44 hours-per-week
Part-time 8% - Average 18 hours-per-week
Temporary/On-Call 8% - Average 15 hours-per-week

Employees reported for this occupation were:

MALE 94% - FEMALE 6%

Other Information Sources:
DOT Codes: 033.167-010
CA Occupational Guide #488

LOCAL TRAINING PROVIDERS

See Vocational Training Provider Index
Computer Engineers - Page 66

COUNTER AND RENTAL CLERKS

OES CODE: 490170

DESCRIPTION

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

EMPLOYMENT TRENDS

Size of Occupation
LARGE - (1,258 – 2,723)

Projected Growth 1993 – 2000
MUCH FASTER THAN AVERAGE, 22.9%

Average growth between 1993-2000 of all
nonagricultural occupations in San Bernardino County
is 14.7%

EMPLOYMENT LEVELS	DECLINE	REMAIN STABLE	GROW
During the Past Year	5%	58%	37%
Projected Over the Next 3 Years	0%	74%	26%

Total Employees Hired Last 12 Months: 191

Resulting from:
Replacements Due to Promotions – 2%
Replacements Due to Employees Leaving – 9%
New Positions – 4%
Temporary Positions – 85%

SUPPLY/DEMAND

Employees	Not Difficult	A Little Difficult	Some-What Difficult	Very Difficult
Fully Experienced & Qualified	6%	33%	33%	28%
Inexperienced	5%	63%	26%	5%

Employer demand is somewhat greater than the supply of qualified experienced applicants. Employers may have some difficulty finding qualified applicants at times. Worker supply is somewhat larger than the demand for inexperienced applicants, and inexperienced applicants may experience competition in job seeking.

WAGES

ALL EMPLOYERS COMBINED*

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$5.00	\$7.00	\$5.50
New Hires, Experienced	\$5.15	\$9.59	\$6.00
Experienced, After 3 Years with Firm	\$6.00	\$11.99	\$7.00

Of the firms responding, 100% were non-union

*Some employees may receive tips/commissions in addition to wages

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	8%	69%
Dental Insurance	8%	31%
Vision Insurance	8%	31%
Life Insurance	8%	31%
Paid Sick Leave	0%	38%
Paid Vacation	0%	85%
Retirement	8%	38%
Child Care	0%	0%

Other Full-time Benefits: Accident Insurance; 401K; Product Discount; Paid Holidays

EDUCATION

Less Than High School	0%
High School or Equivalent	97%
Some College, But No Degree	3%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

COUNTER AND RENTAL CLERKS

19 FIRMS RESPONDING REPRESENTING 228 EMPLOYEES

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOME-TIMES	NEVER
Previous Experience Required	5%	32%	37%	26%
Training as Substitute for Work Experience	16%	32%	53%	0%

Types of training which may substitute for experience:
Customer Service; Retail Sales; Public Relations; OJT

RECRUITMENT METHODS

Employees' Referrals	79%
Recruit Via Newspaper Ads	68%
Private Employment Agencies	11%
Hire Unsolicited Applicants	42%
In-House Promotion or Transfer	32%
Public School or Program Referrals	16%
Private School Referrals	0%
Employment Development Department	21%
Union Hall Referrals	0%
Other*	11%

*Job Fair; Church

SKILLS & OTHER QUALIFICATIONS

Employers identified qualifications for employees in this occupation in the following order of importance:

Basic/Technical Skills

- Ability to read and follow instructions
- Oral communication skills
- Telephone answering skills
- Ability to write effectively

Physical Abilities

- Ability to pass a pre-employment drug test
- Ability to stand continuously for two or more hours
- Ability to lift at least 10 lbs. repeatedly

Flexibility

- Willingness to work nights, weekends and holidays
- Willingness to work overtime

Personal/Other Qualifications

- Ability to work independently
- Ability to work as part of a team
- Ability to perform routine, repetitive tasks
- Sensitivity to a multicultural work environment
- Interpersonal skills

Computer Skills

- Spreadsheet
- Word Processing
- Database

OTHER INFORMATION

Hours: Full-time 31% - Average 41 hours-per-week
Part-time 36% - Average 25 hours-per-week
Seasonal 32% - Average 45 hours-per-week

Employees reported for this occupation were:

MALE 49% - FEMALE 51%

Other Information Sources:

DOT Codes: 295.467-026, 295.357-018, 295.367-026,
295.357-014, 295.467-022
CA Occupational Guide #511

LOCAL TRAINING PROVIDERS

See Vocational Training Provider Index
Counter and Rental Clerks – Page 70

DENTAL LABORATORY TECHNICIANS - PRECISION

OES CODE: 899210

DESCRIPTION

Dental Laboratory Technicians – Precision perform precision tasks, such as construction and repair of full or partial dentures or dental appliances or apparatus, following prescriptions or specifications of Dentists or Orthodontists. They may also provide analytical and diagnostic services. The occupation includes such workers as Dental Ceramists, Crown and Bridge Technicians, and Orthodontic Technicians. Does not include Assistants, Bite-Block Makers, Opaquers, and Denture and Coiler Packers.

EMPLOYMENT TRENDS

Size of Occupation
SMALL - (less than 628)

Projected Growth 1993 – 2000
MUCH FASTER THAN AVERAGE, 27.3%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.7%

EMPLOYMENT LEVELS	DECLINE	REMAIN STABLE	GROW
During the Past Year	7%	66%	27%
Projected Over the Next 3 Years	0%	73%	27%

Total Employees Hired Last 12 Months: 14

Resulting from:
Replacements Due to Promotions – 21%
Replacements Due to Employees Leaving – 50%
New Positions – 29%
Temporary Positions – 0%

SUPPLY/DEMAND

Employees	Not Difficult	A Little Difficult	Some-What Difficult	Very Difficult
Fully Experienced & Qualified	0%	13%	47%	40%
Inexperienced	7%	33%	40%	20%

Employer demand is somewhat greater than the supply of both qualified experienced and inexperienced applicants. Employers may have difficulty finding qualified applicants at times.

WAGES

ALL EMPLOYERS COMBINED

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$5.00	\$10.00	\$5.00
New Hires, Experienced	\$5.50	\$15.00	\$10.00
Experienced, After 3 Years with Firm	\$6.00	\$18.00	\$11.00

Of the firms responding, 100% were non-union

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	0%	50%
Dental Insurance	0%	17%
Vision Insurance	0%	0%
Life Insurance	0%	17%
Paid Sick Leave	0%	67%
Paid Vacation	0%	92%
Retirement	0%	8%
Child Care	0%	0%

EDUCATION

Less Than High School	0%
High School or Equivalent	71%
Some College, But No Degree	29%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

DENTAL LABORATORY TECHNICIANS - PRECISION

15 FIRMS RESPONDING REPRESENTING 56 EMPLOYEES

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOME-TIMES	NEVER
Previous Experience Required	20%	66%	7%	7%
Training as Substitute for Work Experience	0%	20%	60%	20%

Training which may substitute for experience:
Dental Technician Certification; Artistic Training; OJT;
Ceramist Training

RECRUITMENT METHODS

Employees' Referrals	73%
Recruit Via Newspaper Ads	53%
Private Employment Agencies	7%
Hire Unsolicited Applicants	27%
In-House Promotion or Transfer	7%
Public School or Program Referrals	13%
Private School Referrals	20%
Employment Development Department	13%
Union Hall Referrals	0%
Other	0%

SKILLS & OTHER QUALIFICATIONS

Employers identified qualifications for employees in this occupation in the following order of importance:

Basic/Technical Skills

- Ability to read and follow instructions
- Oral communication skills
- Basic math skills
- Problem solving skills

Physical Abilities

- Ability to sit continuously for two or more hours
- Ability to stand continuously for two or more hours

Flexibility

- Willingness to work overtime
- Willingness to work part-time

Personal/Other Qualifications

- Ability to perform routine, repetitive work
- Ability to work as part of a team
- Ability to work independently

Computer Skills

- Word Processing
- Database

OTHER INFORMATION

Hours: Full-time 88% - Average 40 hours-per-week
Part-time 11% - Average 21 hours-per-week
Temporary/On-Call 2% - Average 10 hours-per-week

Employees reported for this occupation were:

MALE 68% - FEMALE 32%

Other Information Sources:

DOT Codes: 712.381-018, 712.381-022, 712.381-030
CA Occupational Guide #243

LOCAL TRAINING PROVIDERS

See Vocational Training Provider Index
Dental Laboratory Technicians – Precision – Page 71

DRIVER/SALES WORKERS

OES CODE: 971170

DESCRIPTION

Driver/Sales Workers drive trucks or other vehicles over established routes to deliver and sell goods, such as food products; to collect and deliver items, such as laundry or to collect coins, and to refill and service vending machines. Includes newspaper delivery drivers.

EMPLOYMENT TRENDS

Size of Occupation
LARGE - (1,258 – 2,723)

Projected Growth 1993 – 2000
FASTER THAN AVERAGE, 18.3%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.7%

EMPLOYMENT LEVELS	DECLINE	REMAIN STABLE	GROW
During the Past Year	7%	60%	33%
Projected Over the Next 3 Years	0%	53%	47%

Total Employees Hired Last 12 Months: 162

Resulting from:

Replacements Due to Promotions – 14%

Replacements Due to Employees Leaving – 72%

New Positions – 12%

Temporary Positions – 2%

SUPPLY/DEMAND

Employees	Not Difficult	A Little Difficult	Some-What Difficult	Very Difficult
Fully Experienced & Qualified	14%	33%	40%	13%
Inexperienced	14%	21%	57%	7%

Employer demand is somewhat greater than the supply of both qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times.

WAGES

ALL EMPLOYERS COMBINED

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$5.00	\$10.00	\$7.77
New Hires, Experienced	\$5.00	\$12.02	\$9.00
Experienced, After 3 Years with Firm	\$5.75	\$14.42	\$10.00

Of the firms responding, 87% were non-union, 13% were union

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	9%	82%
Dental Insurance	9%	45%
Vision Insurance	0%	45%
Life Insurance	0%	45%
Paid Sick Leave	0%	64%
Paid Vacation	0%	91%
Retirement	0%	45%
Child Care	0%	18%

Other Full-time Benefits: 401K Plan

EDUCATION

Less Than High School	10%
High School or Equivalent	86%
Some College, But No Degree	3%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

DRIVER/SALES WORKERS

15 FIRMS RESPONDING REPRESENTING 610 EMPLOYEES

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOME-TIMES	NEVER
Previous Experience Required	13%	21%	33%	33%
Training as Substitute for Work Experience	13%	40%	40%	7%

Types of training which may substitute for experience:
Sales; Customer Relations/Service Orientation; Class A Driver's License; On-the-Job Training

SKILLS & OTHER QUALIFICATIONS

Employers identified qualifications for employees in this occupation in the following order of importance:

Basic/Technical Skills

- Ability to read and follow instructions
- Oral communication skills
- Telephone answering skills
- Basic math skills

Physical Abilities

- Ability to lift at least 10 lbs. repeatedly
- Ability to perform strenuous, physically demanding work
- Ability to pass a pre-employment drug test

Flexibility

- Willingness to work overtime
- Willingness to work nights, weekends, and holidays
- Willingness to work part-time

Personal/Other Qualifications

- Ability to work independently
- Ability to work as part of a team
- Possession of a good DMV driving record
- Interpersonal skills

Computer Skills

- Word Processing
- Database
- Desktop Publishing
- Hand-held Computers

RECRUITMENT METHODS

Employees' Referrals	87%
Recruit Via Newspaper Ads	60%
Private Employment Agencies	20%
Hire Unsolicited Applicants	33%
In-House Promotion or Transfer	27%
Public School or Program Referrals	13%
Private School Referrals	0%
Employment Development Department	20%
Union Hall Referrals	0%
Other	0%

OTHER INFORMATION

Hours: Full-time 84% - Average 30-42 hours-per-week
Part-time 16% - Average 24 hours-per-week

Employees reported for this occupation were:

MALE 81% - FEMALE 19%

Other Information Sources:
DOT Codes: 292.353-010; 292.363-010; 292.667-010
CA Occupational Guide #N/A

LOCAL TRAINING PROVIDERS

See Vocational Training Provider Index
Driver/Sales Workers – Page 71

EMERGENCY MEDICAL TECHNICIANS - I

OES CODE: 325081

DESCRIPTION

Emergency Medical Technicians I are ambulance attendants or drivers who are trained and certified to provide emergency basic life support at the scene of an emergency and during ambulance transport to hospitals. Does not include Firefighters trained as Emergency Medical Technicians-I.

EMPLOYMENT TRENDS

Size of Occupation
SMALL - (Less Than 628)

Projected Growth 1993 – 2000
MUCH FASTER THAN AVERAGE, 25.0%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.7%

EMPLOYMENT LEVELS	DECLINE	REMAIN STABLE	GROW
During the Past Year	0%	33%	67%
Projected Over the Next 3 Years	0%	100%	0%

Total Employees Hired Last 12 Months: 10

Resulting from:

Replacements Due to Promotions – 20%
Replacements Due to Employees Leaving – 50%
New Positions – 30%

SUPPLY/DEMAND

Employees	Not Difficult	A Little Difficult	Some-what Difficult	Very Difficult
Fully Experienced & Qualified	67%	0%	33%	0%
Inexperienced	34%	33%	33%	0%

Worker supply is somewhat larger than demand for both fully qualified experienced and inexperienced applicants and applicants may experience competition in job seeking.

WAGES

ALL EMPLOYERS COMBINED*

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$5.15	\$11.43	\$6.15
New Hires, Experienced	\$5.15	\$11.43	\$6.15
Experienced, After 3 Years with Firm	\$5.62	\$13.25	\$6.15

Of the firms responding, 67% were union, 33% were non-union

*Union wages may be higher than non-union wages

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	0%	100%
Dental Insurance	0%	100%
Vision Insurance	0%	67%
Life Insurance	0%	33%
Paid Sick Leave	0%	67%
Paid Vacation	0%	100%
Retirement	0%	33%
Child Care	0%	0%

EDUCATION

Less Than High School	0%
High School or Equivalent	0%
Some College, But No Degree	100%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

EMERGENCY MEDICAL TECHNICIANS - I

3 FIRMS RESPONDING REPRESENTING 248 EMPLOYEES

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOME-TIMES	NEVER
Previous Experience Required	0%	67%	33%	0%
Training as Substitute for Work Experience	67%	0%	33%	0%

Types of training which may substitute for experience:
EMT I Certification

RECRUITMENT METHODS

Employees' Referrals	33%
Recruit Via Newspaper Ads	33%
Private Employment Agencies	0%
Hire Unsolicited Applicants	33%
In-House Promotion or Transfer	33%
Public School or Program Referrals	0%
Private School Referrals	0%
Employment Development Department	0%
Union Hall Referrals	0%
Other	0%

SKILLS & OTHER QUALIFICATIONS

Employers identified qualifications for employees in this occupation in the following order of importance:

Basic/Technical Skills

- Ability to read and follow instructions
- Oral communication skills
- Certificated to perform CPR
- Ability to administer emergency first aid

Physical Abilities

- Ability to pass a pre-employment medical examination
- Ability to pass a pre-employment drug test
- Ability to perform strenuous, physically demanding work

Flexibility

- Willingness to work nights, weekends, and holidays
- Willingness to work overtime

Personal/Other Qualifications

- Ability to work as part of a team
- Ability to handle crisis situations
- Possession of a good DMV driving record

Computer Skills

- None

OTHER INFORMATION

Hours: Full-time 83% - Average 52 hours-per-week
Part-time 11% - Average 17 hours-per-week
Temporary/On-Call 6% - Average 56 hours-per-week

Employees reported for this occupation were:

MALE 94% - FEMALE 6%

Other Information Sources:
DOT Codes: 079.374-010
CA Occupational Guide #550

LOCAL TRAINING PROVIDERS

See Vocational Training Provider Index
Emergency Medical Technicians – I – Page 72

EMERGENCY MEDICAL TECHNICIANS - PARAMEDIC

OES CODE: 325083

DESCRIPTION

Emergency Medical Technicians, Paramedic are trained and certified to provide emergency advanced life support at the scene of an emergency and during ambulance transport to hospitals. Emergency medical Technicians, Paramedic use a broad range of sophisticated life-saving equipment and techniques, including specified drugs. Does not include Firefighters trained as Paramedics.

EMPLOYMENT TRENDS

Size of Occupation
SMALL - (Less than 628)

Projected Growth 1993 – 2000
MUCH FASTER THAN AVERAGE, 25.0%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.7%

EMPLOYMENT LEVELS	DECLINE	REMAIN STABLE	GROW
During the Past Year	14%	57%	29%
Projected Over the Next 3 Years	0%	86%	14%

Total Employees Hired Last 12 Months: 41

Resulting from:

Replacements Due to Promotions – 22%

Replacements Due to Employees Leaving – 39%

New Positions – 34%

Temporary Positions – 5%

SUPPLY/DEMAND

Employees	Not Difficult	A Little Difficult	Some-what Difficult	Very Difficult
Fully Experienced & Qualified	42%	29%	29%	0%
Inexperienced	71%	0%	29%	0%

Worker supply is somewhat larger than demand for both fully qualified experienced and inexperienced applicants and applicants may experience competition in job seeking.

WAGES

ALL EMPLOYERS COMBINED

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$5.75	\$28.08	\$11.43
New Hires, Experienced	\$5.75	\$28.44	\$11.43
Experienced, After 3 Years with Firm	\$6.50	\$33.00	\$13.25

Of the firms responding, 71% were union, 29% were non-union

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	0%	86%
Dental Insurance	0%	86%
Vision Insurance	0%	57%
Life Insurance	0%	57%
Paid Sick Leave	0%	71%
Paid Vacation	0%	86%
Retirement	0%	57%
Child Care	0%	0%

EDUCATION

Less Than High School	0%
High School or Equivalent	49%
Some College, But No Degree	51%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

EMERGENCY MEDICAL TECHNICIANS - PARAMEDIC

7 FIRMS RESPONDING REPRESENTING 177 EMPLOYEES

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOME-TIMES	NEVER
Previous Experience Required	14%	43%	0%	43%
Training as Substitute for Work Experience	43%	0%	43%	14%

Types of training which may substitute for experience:
State of CA EMT Paramedic Certification and CPR/First Aid Cards

RECRUITMENT METHODS

Employees' Referrals	17%
Recruit Via Newspaper Ads	67%
Private Employment Agencies	0%
Hire Unsolicited Applicants	17%
In-House Promotion or Transfer	0%
Public School or Program Referrals	17%
Private School Referrals	0%
Employment Development Department	0%
Union Hall Referrals	0%
Other*	33%

*Academies; Fire Agencies

SKILLS & OTHER QUALIFICATIONS

Employers identified qualifications for employees in this occupation in the following order of importance:

Basic/Technical Skills

- Ability to read and follow instructions
- Certificated to perform CPR
- Ability to administer emergency first aid

Physical Abilities

- Ability to pass a pre-employment medical examination
- Ability to pass a pre-employment drug test
- Ability to perform strenuous, physically demanding work

Flexibility

- Willingness to work overtime
- Willingness to work nights, weekends, and holidays

Personal/Other Qualifications

- Ability to work as part of a team
- Ability to handle crisis situations
- Possession of a good DMV driving record

Computer Skills

- Word Processing
- Database

OTHER INFORMATION

Hours: Full-time 76% - Average 58 hours-per-week
Part-time 16% - Average 28 hours-per-week
Temporary/On-Call 7% - Average 56 hours-per-week
Seasonal 1% - Average 40 hours-per-week

Employees reported for this occupation were:

MALE 92% - FEMALE 8%

Other Information Sources:
DOT Codes: 079.364-026
CA Occupational Guide #550

LOCAL TRAINING PROVIDERS

See Vocational Training Provider Index
Emergency Medical Technicians – Paramedic – Page 72

GARDENERS, GROUNDSKEEPERS – EXCEPT FARM

OES CODE: 790300

DESCRIPTION

Gardeners and Groundskeepers maintain grounds of public or private property, using hand/power tools or equipment. They may perform any combination of tasks, such as mowing, trimming, planting, watering, fertilizing, digging, raking, and sweeping. Additional duties may include minimal care and upkeep of buildings and equipment. They may plan and execute small-scale landscaping operations. They may dig and prepare graves. Does not include Groundskeepers who disseminate information to the public and patrol public parks to enforce rules and regulations and to detect fires.

EMPLOYMENT TRENDS

Size of Occupation
VERY LARGE - (2,724 and Above)

Projected Growth 1993 – 2000
FASTER THAN AVERAGE, 17.2%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.7%

EMPLOYMENT LEVELS	DECLINE	REMAIN STABLE	GROW
During the Past Year	12%	70%	18%
Projected Over the Next 3 Years	0%	65%	35%

Total Employees Hired Last 12 Months: 101

Resulting from:
Replacements Due to Promotions – 11%
Replacements Due to Employees Leaving – 56%
New Positions – 21%
Temporary Positions – 12%

SUPPLY/DEMAND

Employees	Not Difficult	A Little Difficult	Some-What Difficult	Very Difficult
Fully Experienced & Qualified	29%	18%	53%	0%
Inexperienced	29%	36%	29%	6%

Worker supply is somewhat larger than demand for qualified experienced and inexperienced applicants, and applicants may experience competition in job seeking.

WAGES

ALL EMPLOYERS COMBINED

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$5.00	\$8.30	\$5.50
New Hires, Experienced	\$5.00	\$9.16	\$6.00
Experienced, After 3 Years with Firm	\$6.00	\$10.00	\$7.00

Of the firms responding, 94% were non-union, 6% were union

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	8%	69%
Dental Insurance	8%	31%
Vision Insurance	8%	15%
Life Insurance	8%	38%
Paid Sick Leave	8%	46%
Paid Vacation	8%	85%
Retirement	8%	15%
Child Care	8%	8%

Other Full-time Benefits: Accident Insurance

EDUCATION

Less Than High School	48%
High School or Equivalent	52%
Some College, But No Degree	0%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

GARDENERS, GROUNDSKEEPERS – EXCEPT FARM

17 FIRMS RESPONDING REPRESENTING 287 EMPLOYEES

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOME-TIMES	NEVER
Previous Experience Required	6%	41%	35%	18%
Training as Substitute for Work Experience	0%	17%	71%	12%

Types of training which may substitute for experience:
On-the-Job Training; Certified Tree Climber

RECRUITMENT METHODS

Employees' Referrals	94%
Recruit Via Newspaper Ads	29%
Private Employment Agencies	0%
Hire Unsolicited Applicants	41%
In-House Promotion or Transfer	41%
Public School or Program Referrals	6%
Private School Referrals	0%
Employment Development Department	18%
Union Hall Referrals	0%
Other	0%

SKILLS & OTHER QUALIFICATIONS

Employers identified qualifications for employees in this occupation in the following order of importance:

Basic/Technical Skills

- Oral communications skills
- Ability to read and follow instructions
- Ability to write effectively
- Ability to administer emergency first aid

Physical Abilities

- Ability to stand continuously for two or more hours
- Ability to lift at least 10 lbs. repeatedly
- Ability to perform strenuous, physically demanding work

Flexibility

- Willingness to work overtime
- Willingness to work nights, weekends and holidays

Personal/Other Qualifications

- Willingness to work with close supervision
- Ability to work independently
- Ability to work as part of a team
- Ability to perform routine, repetitive work

Computer Skills

N/A

OTHER INFORMATION

Hours: Full-time 94% - Average 40 hours-per-week
Seasonal 6% - Average 39 hours-per-week

Employees reported for this occupation were:

MALE 99% - FEMALE 1%

Other Information Sources:
DOT Codes: 301.687-018, 406.683-010, 406.684-010,
406.684-014, 406.684-018, 408.684-010
CA Occupational Guide #320

LOCAL TRAINING PROVIDERS

See Vocational Training Provider Index
Gardeners, Groundskeepers – Except Farm – Page 73

INDUSTRIAL PRODUCTION MANAGERS

OES CODE: 150140

DESCRIPTION

Industrial Production Managers plan, organize, direct, control, or coordinate the operational (line) activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.

EMPLOYMENT TRENDS

Size of Occupation
MEDIUM - (629 – 1,257)

Projected Growth 1993 – 2000
MUCH FASTER THAN AVERAGE, 24.4%%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.7%

EMPLOYMENT LEVELS	DECLINE	REMAIN STABLE	GROW
During the Past Year	11%	61%	28%
Projected Over the Next 3 Years	6%	72%	22%

Total Employees Hired Last 12 Months: 38

Resulting from:

Replacements Due to Promotions – 58%
Replacements Due to Employees Leaving – 21%
New Positions – 21%
Temporary Positions – 0%

SUPPLY/DEMAND

Employees	Not Difficult	A Little Difficult	Some-What Difficult	Very Difficult
Fully Experienced & Qualified	6%	11%	44%	39%
Inexperienced	13%	20%	47%	20%

Employer demand is somewhat greater than the supply of both qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times.

WAGES

ALL EMPLOYERS COMBINED*

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$4.75	\$21.58	\$8.00
New Hires, Experienced	\$6.50	\$38.36	\$14.17
Experienced, After 3 Years with Firm	\$8.00	\$43.15	\$18.09

Of the firms responding, 94% were non-union, 6% were union.

*Union wages may be higher than non-union wages

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	6%	100%
Dental Insurance	6%	78%
Vision Insurance	0%	39%
Life Insurance	0%	83%
Paid Sick Leave	6%	50%
Paid Vacation	6%	100%
Retirement	0%	61%
Child Care	0%	0%

EDUCATION

Less Than High School	11%
High School or Equivalent	79%
Some College, But No Degree	3%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	7%
Graduate Study	0%

INDUSTRIAL PRODUCTION MANAGERS

18 FIRMS RESPONDING REPRESENTING 65 EMPLOYEES

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOME-TIMES	NEVER
Previous Experience Required	50%	39%	12%	0%
Training as Substitute for Work Experience	0%	28%	44%	28%

Types of training which may substitute for experience:
Business Management; Production Management; On-the-Job Training

RECRUITMENT METHODS

Employees' Referrals	39%
Recruit Via Newspaper Ads	61%
Private Employment Agencies	44%
Hire Unsolicited Applicants	11%
In-House Promotion or Transfer	72%
Public School or Program Referrals	0%
Private School Referrals	0%
Employment Development Department	22%
Union Hall Referrals	0%
Other*	11%

*Industry Referrals; Employee Search Firms

SKILLS & OTHER QUALIFICATIONS

Employers identified qualifications for employees in this occupation in the following order of importance:

Basic/Technical Skills

- Ability to read and follow instructions
- Oral communication skills
- Basic math skills
- Problem solving skills
- Supervisory skills

Physical Abilities

- Ability to pass a pre-employment drug test
- Ability to pass a pre-employment medical examination
- Ability to perform strenuous, physically demanding work
- Ability to lift at least 10 lbs. repeatedly

Flexibility

- Willingness to work overtime
- Willingness to work nights, weekends, and holidays

Personal/Other Qualifications

- Ability to work as part of a team
- Ability to work independently
- Organizational skills
- Ability to handle crisis situations

Computer Skills

- Spreadsheet
- Word Processing
- Database
- Desktop Publishing
- Auto Cad/CNC

OTHER INFORMATION

Hours: Full-time 97% - Average 44 hours-per-week
Temporary/On-Call 3% - Average 50 hours-per-week

Employees reported for this occupation were:

MALE 71% - FEMALE 29%

Other Information Sources:
DOT Codes: 221.167-014; 221.167-018; 221.367-042
CA Occupational Guide #433

LOCAL TRAINING PROVIDERS

See Vocational Training Provider Index
Industrial Production Managers – Page 73

MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS

OES CODE: 130110

DESCRIPTION

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.

EMPLOYMENT TRENDS

Size of Occupation
LARGE - (1,258 – 2,723)

Projected Growth 1993 – 2000
MUCH FASTER THAN AVERAGE, 23.1%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.7%

EMPLOYMENT LEVELS	DECLINE	REMAIN STABLE	GROW
During the Past Year	0%	42%	58%
Projected Over the Next 3 Years	0%	42%	58%

Total Employees Hired Last 12 Months: 222

Resulting from:
Replacements Due to Promotions – 2%
Replacements Due to Employees Leaving – 2%
New Positions – 96%
Temporary Positions – 0%

SUPPLY/DEMAND

Employees	Not Difficult	A Little Difficult	Some-What Difficult	Very Difficult
Fully Experienced & Qualified	0%	26%	58%	16%
Inexperienced	7%	50%	29%	14%

Employer demand is somewhat greater than the supply of both qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times.

WAGES

ALL EMPLOYERS COMBINED

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$5.00	\$19.18	\$6.90
New Hires, Experienced	\$8.00	\$28.77	\$12.89
Experienced, After 3 Years with Firm	\$11.00	\$30.21	\$16.30

Of the firms responding, 100% were non-union

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	16%	95%
Dental Insurance	16%	89%
Vision Insurance	11%	63%
Life Insurance	16%	79%
Paid Sick Leave	26%	95%
Paid Vacation	26%	95%
Retirement	21%	58%
Child Care	5%	5%

Other Full-time Benefits: Long-term Disability

EDUCATION

Less Than High School	0%
High School or Equivalent	2%
Some College, But No Degree	92%
Associate (2 Year) Degree	1%
Bachelor (4 Year) Degree	5%
Graduate Study	0%

MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS

19 FIRMS RESPONDING REPRESENTING 235 EMPLOYEES

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOME-TIMES	NEVER
Previous Experience Required	63%	32%	5%	0%
Training as Substitute for Work Experience	5%	5%	48%	42%

Types of training which may substitute for experience:
Bachelor's Degree; Marketing Experience; Outside Sales Experience

RECRUITMENT METHODS

Employees' Referrals	74%
Recruit Via Newspaper Ads	79%
Private Employment Agencies	21%
Hire Unsolicited Applicants	21%
In-House Promotion or Transfer	63%
Public School or Program Referrals	5%
Private School Referrals	5%
Employment Development Department	0%
Union Hall Referrals	0%
Other*	5%

*Industry Referrals

SKILLS & OTHER QUALIFICATIONS

Employers identified qualifications for employees in this occupation in the following order of importance:

Basic/Technical Skills

- Ability to read and follow instructions
- Oral communication skills
- Telephone answering skills
- Ability to write effectively

Physical Abilities

- Ability to pass a pre-employment drug test
- Ability to sit continuously for two or more hours
- Ability to pass a pre-employment medical examination

Flexibility

- Willingness to work overtime
- Willingness to work nights, weekends, and holidays

Personal/Other Qualifications

- Ability to work as part of a team
- Organizational skills
- Ability to work independently
- Interpersonal skills

Computer Skills

- Word Processing
- Database
- Desktop Publishing
- Spreadsheet
- Graphics/Drawing/Illustration
- Keyboard Skills

OTHER INFORMATION

Hours: Full-time 80% - Average 42 hours-per-week
Part-time 19% - Average 29 hours-per-week
Temporary/On-Call 1% - Average 15 hours-per-week

Employees reported for this occupation were:

MALE 43% - FEMALE 57%

Other Information Sources:
DOT Codes: 165.167-014
CA Occupational Guide #276

LOCAL TRAINING PROVIDERS

See Vocational Training Provider Index
Marketing, Advertising, and Public Relations Managers –
Page 74

MEDICAL RECORDS TECHNICIANS

OES CODE: 329110

DESCRIPTION

Medical Records Technicians compile and maintain medical records of hospital and clinic patients.

EMPLOYMENT TRENDS

Size of Occupation
SMALL - (less than 628)

Projected Growth 1993 – 2000
MUCH FASTER THAN AVERAGE, 29.4%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.7%

EMPLOYMENT LEVELS	DECLINE	REMAIN STABLE	GROW
During the Past Year	0%	71%	29%
Projected Over the Next 3 Years	0%	53%	47%

Total Employees Hired Last 12 Months: 64

Resulting from:

Replacements Due to Promotions – 48%

Replacements Due to Employees Leaving – 38%

New Positions – 11%

Temporary Positions – 3%

SUPPLY/DEMAND

Employees	Not Difficult	A Little Difficult	Some-What Difficult	Very Difficult
Fully Experienced & Qualified	35%	30%	35%	0%
Inexperienced	18%	41%	41%	0%

Worker supply is somewhat larger than demand for both qualified experienced and inexperienced applicants, and applicants may experience competition in job seeking.

WAGES

ALL EMPLOYERS COMBINED

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$4.50	\$10.00	\$6.50
New Hires, Experienced	\$4.50	\$12.00	\$8.00
Experienced, After 3 Years with Firm	\$4.50	\$15.00	\$9.00

Of the firms responding, 100% were non-union

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	24%	65%
Dental Insurance	24%	59%
Vision Insurance	24%	47%
Life Insurance	24%	53%
Paid Sick Leave	35%	71%
Paid Vacation	35%	100%
Retirement	24%	59%
Child Care	0%	0%

EDUCATION

Less Than High School	0%
High School or Equivalent	91%
Some College, But No Degree	9%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

MEDICAL RECORDS TECHNICIANS

17 FIRMS RESPONDING REPRESENTING 138 EMPLOYEES

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOME-TIMES	NEVER
Previous Experience Required	24%	34%	24%	18%
Training as Substitute for Work Experience	12%	18%	70%	0%

Types of training which may substitute for experience:
Medical Assistant Certificate; Medical Records Certificate;
Dental Reception; Secretarial

RECRUITMENT METHODS

Employees' Referrals	65%
Recruit Via Newspaper Ads	71%
Private Employment Agencies	0%
Hire Unsolicited Applicants	18%
In-House Promotion or Transfer	47%
Public School or Program Referrals	18%
Private School Referrals	6%
Employment Development Department	12%
Union Hall Referrals	0%
Other*	6%

*Externship

SKILLS & OTHER QUALIFICATIONS

Employers identified qualifications for employees in this occupation in the following order of importance:

Basic/Technical Skills

- Ability to read and follow instructions
- Telephone answering skills
- Oral communication skills
- Ability to write effectively
- Alphabetic and numeric filing skills

Physical Abilities

- Ability to sit continuously for two or more hours
- Ability to stand continuously for two or more hours
- Ability to pass a pre-employment drug test

Flexibility

- Willingness to work overtime
- Willingness to work part-time
- Willingness to work nights, weekends, and holidays

Personal/Other Qualifications

- Ability to work as part of a team
- Ability to perform routine, repetitive work
- Organizational skills
- Ability to handle crisis situations
- Ability to work independently

Computer Skills

- Word Processing
- Database
- Spreadsheet

OTHER INFORMATION

Hours: Full-time 89% - Average 32-39 hours-per-week
Part-time 9% - Average 22 hours-per-week
Temporary/On-Call 2% - Average 40 hours-per-week

Employees reported for this occupation were:

MALE 4% - FEMALE 96%

Other Information Sources:
DOT Codes: 079.167-014, 079.362-014, 079.362-018
CA Occupational Guide #134

LOCAL TRAINING PROVIDERS

See Vocational Training Provider Index
Medical Records Technicians – Page 76

OPTICIANS – DISPENSING AND MEASURING

OES CODE: 325140

DESCRIPTION

Opticians design, measure, fit, and adapt lenses and frames for clients according to written optical prescriptions or specifications. They assist clients with selecting frames according to style and color, measure customers for size of eyeglasses, and coordinate frames with facial and eye measurements and optical prescription. In addition, they prepare work orders for optical laboratories containing instructions for grinding and mounting lenses in frames, verify the exactness of finished lens spectacles, adjust frame and lens position to fit clients, and shape or reshape frames. Includes Contact Lens Opticians.

EMPLOYMENT TRENDS

Size of Occupation
SMALL - (less than 628)

Projected Growth 1993 – 2000
FASTER THAN AVERAGE, 18.2%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.7%

EMPLOYMENT LEVELS	DECLINE	REMAIN STABLE	GROW
During the Past Year	12%	70%	18%
Projected Over the Next 3 Years	0%	53%	47%

Total Employees Hired Last 12 Months: 21

Resulting from:
Replacements Due to Promotions – 5%
Replacements Due to Employees Leaving – 76%
New Positions – 19%
Temporary Positions – 0%

SUPPLY/DEMAND

Employees	Not Difficult	A Little Difficult	Some-what Difficult	Very Difficult
Fully Experienced & Qualified	0%	18%	41%	41%
Inexperienced	18%	18%	46%	18%

Employer demand is somewhat greater than the supply of both qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times.

WAGES

ALL EMPLOYERS COMBINED

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$5.00	\$7.00	\$6.00
New Hires, Experienced	\$6.00	\$10.00	\$7.50
Experienced, After 3 Years with Firm	\$8.00	\$14.00	\$10.00

Of the firms responding, 100% were non-union

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	0%	54%
Dental Insurance	0%	15%
Vision Insurance	23%	54%
Life Insurance	0%	8%
Paid Sick Leave	8%	77%
Paid Vacation	8%	100%
Retirement	0%	31%
Child Care	0%	8%

EDUCATION

Less Than High School	0%
High School or Equivalent	67%
Some College, But No Degree	33%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

OPTICIANS – DISPENSING AND MEASURING

17 FIRMS RESPONDING REPRESENTING 52 EMPLOYEES

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOME-TIMES	NEVER
Previous Experience Required	29%	24%	29%	18%
Training as Substitute for Work Experience	6%	35%	41%	18%

Types of training which may substitute for experience:
Vocational Training; American Board of Optician Certification; On-the-Job Training

RECRUITMENT METHODS

Employees' Referrals	65%
Recruit Via Newspaper Ads	82%
Private Employment Agencies	12%
Hire Unsolicited Applicants	24%
In-House Promotion or Transfer	18%
Public School or Program Referrals	18%
Private School Referrals	18%
Employment Development Department	18%
Union Hall Referrals	0%
Other	0%

SKILLS & OTHER QUALIFICATIONS

Employers identified qualifications for employees in this occupation in the following order of importance:

Basic/Technical Skills

- Ability to read and follow instructions
- Oral communication skills
- Telephone answering skills
- Alphabetic and numeric filing skills

Physical Abilities

- Ability to pass a pre-employment drug test
- Ability to stand continuously for two or more hours

Flexibility

- Willingness to work nights, weekends and holidays
- Willingness to work overtime
- Willingness to work part-time

Personal/Other Qualifications

- Ability to work as part of a team
- Ability to work independently
- Interpersonal skills
- Ability to perform routine, repetitive work

Computer Skills

- Database
- Word Processing

OTHER INFORMATION

Hours: Full-time 71% - Average 34-41 hours-per-week
Part-time 27% - Average 26 hours-per-week
Temporary/On-Call 2% - Average 10 hours-per-week

Employees reported for this occupation were:

MALE 17% - FEMALE 81%

Other Information Sources:
DOT Codes: 299.361-010
CA Occupational Guide #167

LOCAL TRAINING PROVIDERS

See Vocational Training Provider Index
Opticians – Dispensing and Measuring – Page 79

PEST CONTROLLERS AND ASSISTANTS

OES CODE: 670080

DESCRIPTION

Pest Controllers and Pest Control Assistants spray or release chemical solutions or toxic gases and set mechanical traps to kill pests and vermin such as mice, termites, and roaches that infest buildings and surrounding areas.

EMPLOYMENT TRENDS

Size of Occupation
SMALL - (less than 628)

Projected Growth 1993 – 2000
MUCH FASTER THAN AVERAGE, 40.7%

Average growth between 1993-2000 of all
nonagricultural occupations in San Bernardino County
is 14.7%

EMPLOYMENT LEVELS	DECLINE	REMAIN STABLE	GROW
During the Past Year	6%	38%	56%
Projected Over the Next 3 Years	0%	19%	81%

Total Employees Hired Last 12 Months: 54

Resulting from:

Replacements Due to Promotions – 4%
Replacements Due to Employees Leaving – 69%
New Positions – 20%
Temporary Positions – 7%

SUPPLY/DEMAND

Employees	Not Difficult	A Little Difficult	Some-what Difficult	Very Difficult
Fully Experienced & Qualified	19%	19%	37%	25%
Inexperienced	13%	25%	49%	13%

Employer demand is somewhat greater than the supply of both qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times.

WAGES

ALL EMPLOYERS COMBINED

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$5.00	\$14.32	\$6.70
New Hires, Experienced	\$6.00	\$16.35	\$8.75
Experienced, After 3 Years with Firm	\$7.00	\$18.27	\$11.00

Of the firms responding, 100% were non-union

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	8%	75%
Dental Insurance	0%	42%
Vision Insurance	0%	8%
Life Insurance	0%	17%
Paid Sick Leave	8%	50%
Paid Vacation	8%	83%
Retirement	0%	17%
Child Care	0%	8%

EDUCATION

Less Than High School	0%
High School or Equivalent	94%
Some College, But No Degree	6%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

PEST CONTROLLERS AND ASSISTANTS

15 FIRMS RESPONDING REPRESENTING 182 EMPLOYEES

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOME-TIMES	NEVER
Previous Experience Required	0%	25%	56%	19%
Training as Substitute for Work Experience	6%	25%	69%	0%

Types of training which may substitute for experience: ROP Training; Applicator Field Rep License; Chemical Applicator License; Branch II License; Structural Pest Controller; Inspector Pest Controller; Certified through County Agricultural Dept.

RECRUITMENT METHODS

Employees' Referrals	75%
Recruit Via Newspaper Ads	88%
Private Employment Agencies	0%
Hire Unsolicited Applicants	19%
In-House Promotion or Transfer	19%
Public School or Program Referrals	0%
Private School Referrals	0%
Employment Development Department	6%
Union Hall Referrals	0%
Other	0%

SKILLS & OTHER QUALIFICATIONS

Employers identified qualifications for employees in this occupation in the following order of importance:

Basic/Technical Skills

- Ability to read and follow instructions
- Oral communication skills
- Basic math skills
- Problem solving skills

Physical Abilities

- Ability to pass a pre-employment drug test
- Ability to lift at least 10 lbs. repeatedly
- Ability to perform strenuous, physically demanding work

Flexibility

- Willingness to work overtime
- Willingness to work nights, weekends and holidays

Personal/Other Qualifications

- Possession of a good DMV driving record
- Possession of a clean police record
- Ability to work as part of a team

Computer Skills

- Database
- Word Processing
- Pest Control Software

OTHER INFORMATION

Hours: Full-time 96% - Average 40 hours-per-week
 Part-time 2% - Average 23 hours-per-week
 Temporary/On-Call 1% - Average 8 hours-per-week
 Seasonal 1% - Average 40 hours-per-week

Employees reported for this occupation were:

MALE 95% - FEMALE 5%

Other Information Sources:

DOT Codes: 389.684-010, 389.087-010, 383.364-010,
 383.361-010
 CA Occupational Guide #N/A

LOCAL TRAINING PROVIDERS

See Vocational Training Provider Index
 Pest Controllers and Assistants – Page 79

PHYSICAL THERAPY AIDES

OES CODE: 660172

DESCRIPTION

Physical Therapy Aides prepare patients and treatment area for physical therapy treatments and assist Physical Therapists with treatments such as gait training, hydrotherapy, and exercise programs. They transport patients to and from treatment area and assemble and maintain equipment and supplies. They may perform routine clerical and related tasks. They work under continuous on-site supervision of a licensed/registered Physical Therapist.

EMPLOYMENT TRENDS

Size of Occupation
SMALL - (Less Than 628)

Projected Growth 1993 – 2000
MUCH FASTER THAN AVERAGE, 34.6%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.7%

EMPLOYMENT LEVELS	DECLINE	REMAIN STABLE	GROW
During the Past Year	8%	62%	30%
Projected Over the Next 3 Years	8%	42%	50%

Total Employees Hired Last 12 Months: 22

Resulting from:

Replacements Due to Promotions – 5%
Replacements Due to Employees Leaving – 50%
New Positions – 27%
Temporary Positions – 18%

SUPPLY/DEMAND

Employees	Not Difficult	A Little Difficult	Some-what Difficult	Very Difficult
Fully Experienced & Qualified	38%	23%	31%	8%
Inexperienced	23%	23%	46%	8%

Worker supply is somewhat larger than demand for both fully qualified experienced and inexperienced applicants and applicants may experience competition in job seeking.

WAGES

ALL EMPLOYERS COMBINED

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$5.00	\$7.57	\$6.00
New Hires, Experienced	\$5.00	\$10.00	\$7.50
Experienced, After 3 Years with Firm	\$8.50	\$12.00	\$10.00

Of the firms responding, 100% were non-union

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	0%	73%
Dental Insurance	0%	27%
Vision Insurance	0%	0%
Life Insurance	0%	18%
Paid Sick Leave	9%	91%
Paid Vacation	9%	73%
Retirement	0%	55%
Child Care	0%	9%

Other Full-time Benefits: Profit Sharing; Cafeteria Plan

EDUCATION

Less Than High School	0%
High School or Equivalent	45%
Some College, But No Degree	41%
Associate (2 Year) Degree	14%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

PHYSICAL THERAPY AIDES

13 FIRMS RESPONDING REPRESENTING 75 EMPLOYEES

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOME-TIMES	NEVER
Previous Experience Required	23%	31%	38%	8%
Training as Substitute for Work Experience	15%	15%	62%	8%

Types of training which may substitute for experience:
Physical Therapy Aide; Occupational Therapist; Vocational Training; Patient Care Training

RECRUITMENT METHODS

Employees' Referrals	83%
Recruit Via Newspaper Ads	75%
Private Employment Agencies	8%
Hire Unsolicited Applicants	33%
In-House Promotion or Transfer	25%
Public School or Program Referrals	17%
Private School Referrals	0%
Employment Development Department	8%
Union Hall Referrals	0%
Other	0%

SKILLS & OTHER QUALIFICATIONS

Employers identified qualifications for employees in this occupation in the following order of importance:

Basic/Technical Skills

Ability to read and following instructions
Oral communication skills
Certificated to perform CPR

Physical Abilities

Ability to lift at least 10 lbs. repeatedly
Ability to stand continuously for two or more hours
Ability to perform strenuous, physically demanding work

Flexibility

Willingness to work overtime
Willingness to work part-time

Personal/Other Qualifications

Ability to work as part of a team
Organizational skills
Willingness to work with close supervision

Computer Skills

Word Processing
Spreadsheet

OTHER INFORMATION

Hours: Full-time 40% - Average 32-40 hours-per-week
Part-time 15% - Average 23 hours-per-week
Temporary/On-Call 45% - Average 16 hours-per-week

Employees reported for this occupation were:

MALE 16% - FEMALE 84%

Other Information Sources:
DOT Codes: 355.377-010
CA Occupational Guide #451

LOCAL TRAINING PROVIDERS

See Vocational Training Provider Index
Physical Therapy Aides – Page 79

PHYSICAL THERAPY ASSISTANTS

OES CODE: 660171

DESCRIPTION

Physical Therapy Assistants administer and assist with physical therapy treatments as planned and directed by a Physical Therapist. They administer treatments such as exercise, gait training, massage, whirlpool, and hot packs. They instruct, motivate, and assist patients with learning and improving functional activities. They may record patient treatments and maintain patient records.

EMPLOYMENT TRENDS

Size of Occupation
SMALL – (Less Than 628)

Projected Growth 1993 – 2000
MUCH FASTER THAN AVERAGE, 34.6%

Average growth between 1993-2000 of all
nonagricultural occupations in San Bernardino County
is 14.7%

EMPLOYMENT LEVELS	DECLINE	REMAIN STABLE	GROW
During the Past Year	12%	38%	50%
Projected Over the Next 3 Years	0%	25%	75%

Total Employees Hired Last 12 Months: 15

Resulting from:
Replacements Due to Employees Leaving – 40%
New Positions – 33%
Temporary Positions – 27%

SUPPLY/DEMAND

Employees	Not Difficult	A Little Difficult	Some- what Difficult	Very Difficult
Fully Experienced & Qualified	25%	25%	38%	12%
Inexperienced	25%	12%	63%	0%

Worker supply is somewhat larger than demand for both fully qualified experienced and inexperienced applicants and applicants may experience competition in job seeking.

WAGES

ALL EMPLOYERS COMBINED

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$6.50	\$18.00	\$14.50
New Hires, Experienced	\$10.00	\$20.00	\$16.34
Experienced, After 3 Years with Firm	\$10.00	\$30.00	\$20.00

Of the firms responding, 100% were non-union

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	0%	100%
Dental Insurance	0%	57%
Vision Insurance	0%	14%
Life Insurance	0%	29%
Paid Sick Leave	0%	100%
Paid Vacation	0%	100%
Retirement	0%	43%
Child Care	0%	0%

EDUCATION

Less Than High School	0%
High School or Equivalent	40%
Some College, But No Degree	0%
Associate (2 Year) Degree	60%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

PHYSICAL THERAPY ASSISTANTS

8 FIRMS RESPONDING REPRESENTING 18 EMPLOYEES

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOME-TIMES	NEVER
Previous Experience Required	49%	13%	25%	13%
Training as Substitute for Work Experience	12%	0%	63%	25%

Types of training which may substitute for experience:
 Licensed Physical Therapy Assistant; Chiropractic Assistant;
 Associate Degree & State License

RECRUITMENT METHODS

Employees' Referrals	63%
Recruit Via Newspaper Ads	100%
Private Employment Agencies	13%
Hire Unsolicited Applicants	75%
In-House Promotion or Transfer	25%
Public School or Program Referrals	0%
Private School Referrals	13%
Employment Development Department	13%
Union Hall Referrals	0%
Other*	13%

*Corporate Recruiting

SKILLS & OTHER QUALIFICATIONS

Employers identified qualifications for employees in this occupation in the following order of importance:

Basic/Technical Skills

- Ability to read and follow instructions
- Oral communication skills
- Ability to write effectively
- Certificated to perform CPR

Physical Abilities

- Ability to lift at least 10 lbs. repeatedly
- Ability to perform strenuous, physically demanding work
- Ability to stand continuously for two or more hours

Flexibility

- Willingness to work overtime

Personal/Other Qualifications

- Ability to work as part of a team
- Interpersonal skills
- Ability to perform routine, repetitive work
- Organizational skills

Computer Skills

- Word Processing
- Spreadsheet

OTHER INFORMATION

Hours: Full-time 61% - Average 40 hours-per-week
Part-time 17% - Average 17 hours-per-week
Temporary/On-Call 22% - Average 19 hours-per-week

Employees reported for this occupation were:

MALE 44% - FEMALE 56%

Other Information Sources:
DOT Codes: 076.264-010
CA Occupational Guide #451

LOCAL TRAINING PROVIDERS

See Vocational Training Provider Index
Physical Therapy Assistants – Page 79

PRODUCTION, PLANNING, AND EXPEDITING CLERKS

OES CODE: 580080

DESCRIPTION

The duties of Production, Planning, and Expediting Clerks are primarily clerical in nature and involve coordinating and expediting the flow of work and materials within or between departments of an establishment according to production schedules. This includes reviewing and distributing production schedules and work orders, conferring with department supervisors to determine progress of work and completion dates, and compiling reports on progress of work and production problems. Their duties may also include scheduling workers and estimating costs, routing and delivering parts to insure production quotas are met, and scheduling shipment of parts. They may keep inventory of material in departments and insure that merchandise is shipped by vendor on the promised date, and write special orders for services and merchandise.

EMPLOYMENT TRENDS

Size of Occupation
MEDIUM - (629 – 1,257)

Projected Growth 1993 – 2000
AVERAGE, 15.1%

Average growth between 1993-2000 of all
nonagricultural occupations in San Bernardino County
is 14.7%

EMPLOYMENT LEVELS	DECLINE	REMAIN STABLE	GROW
During the Past Year	0%	57%	43%
Projected Over the Next 3 Years	7%	43%	50%

Total Employees Hired Last 12 Months: 26

Resulting from:

Replacements Due to Promotions – 39%
Replacements Due to Employees Leaving – 42%
New Positions – 19%

SUPPLY/DEMAND

Employees	Not Difficult	A Little Difficult	Some- what Difficult	Very Difficult
Fully Experienced & Qualified	21%	29%	43%	7%
Inexperienced	29%	29%	42%	0%

Worker supply is somewhat larger than demand for both fully qualified experienced and inexperienced applicants, and applicants may experience competition in job seeking.

WAGES

ALL EMPLOYERS COMBINED

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$5.15	\$11.15	\$7.00
New Hires, Experienced	\$5.15	\$12.50	\$8.50
Experienced, After 3 Years with Firm	\$5.15	\$16.00	\$11.50

Of the firms responding, 100% were non-union

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	0%	100%
Dental Insurance	0%	57%
Vision Insurance	0%	43%
Life Insurance	0%	79%
Paid Sick Leave	0%	21%
Paid Vacation	0%	64%
Retirement	0%	29%
Child Care	0%	0%

EDUCATION

Less Than High School	15%
High School or Equivalent	77%
Some College, But No Degree	8%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

PRODUCTION, PLANNING, AND EXPEDITING CLERKS

14 FIRMS RESPONDING REPRESENTING 88 EMPLOYEES

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOME-TIMES	NEVER
Previous Experience Required	7%	50%	36%	7%
Training as Substitute for Work Experience	7%	21%	72%	0%

Types of training which may substitute for experience:
Production Control; Basic Machine Operation and Safety;
Autocad Software; On-the-Job Training

RECRUITMENT METHODS

Employees' Referrals	71%
Recruit Via Newspaper Ads	57%
Private Employment Agencies	14%
Hire Unsolicited Applicants	7%
In-House Promotion or Transfer	64%
Public School or Program Referrals	14%
Private School Referrals	7%
Employment Development Department	21%
Union Hall Referrals	0%
Other	0%

SKILLS & OTHER QUALIFICATIONS

Employers identified qualifications for employees in this occupation in the following order of importance:

Basic/Technical Skills

Ability to read and follow instructions
Problem solving skills
Oral communication skills

Physical Abilities

Ability to pass a pre-employment drug test
Ability to pass a pre-employment medical examination
Ability to sit continuously for two or more hours

Flexibility

Willingness to work overtime
Willingness to work nights, weekends, and holidays

Personal/Other Qualifications

Ability to work independently
Ability to work as part of a team
Organizational skills

Computer Skills

Spreadsheet
Word Processing
Database
Desktop Publishing
Internet

OTHER INFORMATION

Hours: Full-time 100% -
Average 34 - 42 hours-per-week

Employees reported for this occupation were:

MALE 49% - FEMALE 51%

Other Information Sources:
DOT Codes: 012.167-050
CA Occupational Guide #271

LOCAL TRAINING PROVIDERS

See Vocational Training Provider Index
Production, Planning, and Expediting Clerks – Page 80

PROPERTY AND REAL ESTATE MANAGERS AND ADMINISTRATORS

OES CODE: 150110

DESCRIPTION

Property and Real Estate Managers and Administrators plan, organize, direct, control, or coordinate real estate property management, purchase, sales and leasing activities. Their work involves management of buildings or properties, management of real estate buying and selling activities for clients or employers, and management of rented or leased housing units, buildings, or land (including rights-of-way). Does not include workers whose duties are not primarily managerial or who are engaged primarily in direct buying or selling of real estate.

EMPLOYMENT TRENDS

Size of Occupation
SMALL - (less than 628)

Projected Growth 1993 – 2000
MUCH FASTER THAN AVERAGE, 27.5%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.7%

EMPLOYMENT LEVELS	DECLINE	REMAIN STABLE	GROW
During the Past Year	0%	43%	57%
Projected Over the Next 3 Years	0%	53%	47%

Total Employees Hired Last 12 Months: 36

Resulting from:
Replacements Due to Promotions – 11%
Replacements Due to Employees Leaving – 28%
New Positions – 61%
Temporary Positions – 0%

SUPPLY/DEMAND

Employees	Not Difficult	A Little Difficult	Some-what Difficult	Very Difficult
Fully Experienced & Qualified	0%	47%	40%	13%
Inexperienced	0%	30%	50%	20%

Employer demand is somewhat greater than the supply of both qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times.

WAGES

ALL EMPLOYERS COMBINED

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$6.50	\$19.18	\$8.32
New Hires, Experienced	\$8.50	\$21.58	\$11.99
Experienced, After 3 Years with Firm	\$10.00	\$34.52	\$18.80

Of the firms responding, 100% were non-union

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	0%	77%
Dental Insurance	0%	69%
Vision Insurance	0%	23%
Life Insurance	0%	46%
Paid Sick Leave	15%	85%
Paid Vacation	15%	92%
Retirement	8%	31%
Child Care	0%	8%

EDUCATION

Less Than High School	0%
High School or Equivalent	22%
Some College, But No Degree	67%
Associate (2 Year) Degree	8%
Bachelor (4 Year) Degree	3%
Graduate Study	0%

PROPERTY AND REAL ESTATE MANAGERS AND ADMINISTRATORS

15 FIRMS RESPONDING REPRESENTING 71 EMPLOYEES

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOME-TIMES	NEVER
Previous Experience Required	60%	26%	7%	7%
Training as Substitute for Work Experience	7%	7%	66%	20%

Types of training which may substitute for experience:
Real Estate License; Broker's License; Associate Degree in Office Administration

RECRUITMENT METHODS

Employees' Referrals	67%
Recruit Via Newspaper Ads	80%
Private Employment Agencies	7%
Hire Unsolicited Applicants	20%
In-House Promotion or Transfer	53%
Public School or Program Referrals	0%
Private School Referrals	0%
Employment Development Department	7%
Union Hall Referrals	0%
Other*	20%

*Association Referrals; RIA-NHBC; Network

SKILLS & OTHER QUALIFICATIONS

Employers identified qualifications for employees in this occupation in the following order of importance:

Basic/Technical Skills

- Ability to read and follow instructions
- Oral communication skills
- Problem solving skills
- Data entry skills

Physical Abilities

- Ability to pass a pre-employment drug test
- Ability to pass a pre-employment medical examination

Flexibility

- Willingness to work nights, weekends, and holidays
- Willingness to work overtime

Personal/Other Qualifications

- Ability to work independently
- Ability to work as part of a team
- Sensitivity to a multicultural work environment
- Possession of a clean police record

Computer Skills

- Word Processing
- Spreadsheet
- Database
- Desktop Publishing
- AMSI – Management Accounting
- Property Management Software

OTHER INFORMATION

Hours: Full-time 90% - Average 42 hours-per-week
Part-time 10% - Average 26 hours-per-week

Employees reported for this occupation were:

MALE 38% - FEMALE 62%

Other Information Sources:

DOT Codes: 186.167-018, 186.167-046, 186.167-062
CA Occupational Guide #423

LOCAL TRAINING PROVIDERS

See Vocational Training Provider Index
Property and Real Estate Managers and Administrators
– Page 82

RADIOLOGIC TECHNOLOGISTS - DIAGNOSTIC

OES CODE: 329210

DESCRIPTION

Diagnostic Radiologic Technologists safely use x-ray equipment, including CT scanners, to demonstrate designated portions of the human body on x-ray films or fluoroscopic screens for diagnostic purposes. They are also known as Radiographers.

EMPLOYMENT TRENDS

Size of Occupation
SMALL - (less than 628)

Projected Growth 1993 – 2000
MUCH FASTER THAN AVERAGE, 31.3%

Average growth between 1993-2000 of all
nonagricultural occupations in San Bernardino County
is 14.7%

EMPLOYMENT LEVELS	DECLINE	REMAIN STABLE	GROW
During the Past Year	0%	71%	29%
Projected Over the Next 3 Years	0%	59%	41%

Total Employees Hired Last 12 Months: 25

Resulting from:

Replacements Due to Promotions – 15%
Replacements Due to Employees Leaving – 48%
New Positions – 33%
Temporary Positions – 4%

SUPPLY/DEMAND

Employees	Not Difficult	A Little Difficult	Some-What Difficult	Very Difficult
Fully Experienced & Qualified	12%	29%	47%	12%
Inexperienced	6%	19%	69%	6%

Employer demand is somewhat greater than the supply of both qualified experienced and inexperienced applicants. Employers may have some difficulty finding applicants at times.

WAGES

ALL EMPLOYERS COMBINED

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$6.00	\$17.31	\$10.36
New Hires, Experienced	\$6.50	\$20.19	\$13.00
Experienced, After 3 Years with Firm	\$9.00	\$23.94	\$15.00

Of the firms responding, 100% were non-union

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	0%	59%
Dental Insurance	6%	59%
Vision Insurance	0%	6%
Life Insurance	0%	24%
Paid Sick Leave	18%	71%
Paid Vacation	18%	88%
Retirement	6%	47%
Child Care	0%	0%

EDUCATION

Less Than High School	0%
High School or Equivalent	44%
Some College, But No Degree	4%
Associate (2 Year) Degree	52%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

RADIOLOGIC TECHNOLOGISTS - DIAGNOSTIC

17 FIRMS RESPONDING REPRESENTING 79 EMPLOYEES

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOME-TIMES	NEVER
Previous Experience Required	35%	35%	29%	0%
Training as Substitute for Work Experience	0%	29%	53%	18%

Types of training which may substitute for experience:
AART and CRT Certification; Nuclear Medicine Technician
State Certification

RECRUITMENT METHODS

Employees' Referrals	56%
Recruit Via Newspaper Ads	62%
Private Employment Agencies	6%
Hire Unsolicited Applicants	25%
In-House Promotion or Transfer	19%
Public School or Program Referrals	6%
Private School Referrals	6%
Employment Development Department	6%
Union Hall Referrals	0%
Other	0%

SKILLS & OTHER QUALIFICATIONS

Employers identified qualifications for employees in this occupation in the following order of importance:

Basic/Technical Skills

- Ability to read and follow instructions
- Oral communication skills
- Problem solving skills
- Telephone answering skills
- Basic math skills

Physical Abilities

- Ability to stand continuously for two or more hours
- Ability to pass a pre-employment drug test
- Ability to lift at least 10 lbs. repeatedly

Flexibility

- Willingness to work over-time
- Willingness to work nights, weekends, and holidays

Personal/Other Qualifications

- Ability to work as part of a team
- Organizational skills
- Ability to work independently
- Ability to handle crisis situations
- Ability to perform routine, repetitive
- Interpersonal skills

Computer Skills

- Spreadsheet
- Word Processing
- Digital/Video Imaging

OTHER INFORMATION

Hours: Full-time 67% - Average 32-40 hours-per-week
Part-time 13% - Average 20 hours-per-week
Temporary/On-Call 19% - Average 20 hours-per-week

Employees reported for this occupation were:

MALE 30% - FEMALE 70%

Other Information Sources:

DOT Codes: 078.362-010, 078.362-026, 078.362-046,
078.362-050, 078.362-054, 078.362-058
CA Occupational Guide #89

LOCAL TRAINING PROVIDERS

See Vocational Training Provider Index
Radiologic Technologists – Diagnostic – Page 82

SURGICAL TECHNICIANS

OES CODE: 329280

DESCRIPTION

Surgical Technicians assist the surgical team during surgical procedures and in the preparation for surgery. Under the direct supervision of a Registered Nurse, they arrange sterile setups, count sponges, needles, and instruments before and during surgery, check the operation of equipment, and clean and restock the operating room. They may pass instruments and supplies to surgeons, and may assist in transporting, positioning, prepping, and draping patients for surgery. They may be known as Surgical Technologists. Does not include Surgical Assistants who perform such tasks as retracting tissue, suturing skin, and suctioning blood during surgery.

EMPLOYMENT TRENDS

Size of Occupation
SMALL - (Less Than 628)

Projected Growth 1993 – 2000
FASTER THAN AVERAGE, 21.4%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.7%

EMPLOYMENT LEVELS	DECLINE	REMAIN STABLE	GROW
During the Past Year	0%	70%	30%
Projected Over the Next 3 Years	0%	60%	40%

Total Employees Hired Last 12 Months: 10

Resulting from:

Replacements Due to Promotions – 20%

Replacements Due to Employees Leaving – 50%

New Positions – 30%

SUPPLY/DEMAND

Employees	Not Difficult	A Little Difficult	Some-what Difficult	Very Difficult
Fully Experienced & Qualified	40%	40%	20%	0%
Inexperienced	34%	33%	33%	0%

Worker supply is somewhat larger than demand for both fully qualified experienced and inexperienced applicants and applicants may experience competition in job seeking.

WAGES

ALL EMPLOYERS COMBINED

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$7.00	\$12.00	\$9.32
New Hires, Experienced	\$10.00	\$13.00	\$10.73
Experienced, After 3 Years with Firm	\$11.76	\$15.20	\$13.00

Of the firms responding, 100% were non-union

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	40%	90%
Dental Insurance	40%	80%
Vision Insurance	30%	50%
Life Insurance	40%	80%
Paid Sick Leave	50%	100%
Paid Vacation	50%	100%
Retirement	20%	80%
Child Care	10%	20%

EDUCATION

Less Than High School	0%
High School or Equivalent	70%
Some College, But No Degree	30%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

SURGICAL TECHNICIANS

10 FIRMS RESPONDING REPRESENTING 50 EMPLOYEES

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOME-TIMES	NEVER
Previous Experience Required	50%	20%	30%	0%
Training as Substitute for Work Experience	0%	10%	70%	20%

Types of training which may substitute for experience:
Licensed Vocational Nurse; Registered Nurse; Surgical Technician; On-the-Job Training

RECRUITMENT METHODS

Employees' Referrals	63%
Recruit Via Newspaper Ads	100%
Private Employment Agencies	13%
Hire Unsolicited Applicants	75%
In-House Promotion or Transfer	50%
Public School or Program Referrals	13%
Private School Referrals	13%
Employment Development Department	13%
Union Hall Referrals	0%
Other	0%

SKILLS & OTHER QUALIFICATIONS

Employers identified qualifications for employees in this occupation in the following order of importance:

Basic/Technical Skills

Ability to read and follow instructions
Oral communication skills

Physical Abilities

Ability to pass a pre-employment drug test
Ability to pass a pre-employment medical examination
Ability to lift at least 10 lbs. repeatedly

Flexibility

Willingness to work overtime
Willingness to work nights, weekends, and holidays

Personal/Other Qualifications

Ability to work as part of a team
Ability to handle crisis situations
Possession of a clean police record

Computer Skills

Word Processing
Database
Spreadsheet

OTHER INFORMATION

Hours: Full-time 82% - Average 39 hours-per-week
Part-time 8% - Average 28 hours-per-week
Temporary/On-Call 10% - Average 13 hours-per-week

Employees reported for this occupation were:

MALE 36% - FEMALE 64%

Other Information Sources:
DOT Codes: 079.374-014
CA Occupational Guide #462

LOCAL TRAINING PROVIDERS

See Vocational Training Provider Index
Surgical Technicians – Page 82

SYSTEMS ANALYSTS – ELECTRONIC DATA PROCESSING

OES CODE: 251020

DESCRIPTION

Systems Analysts, Electronic Data Processing, analyze business, scientific, and technical problems for application to electronic data processing systems. Does not include persons working primarily as engineers, mathematicians, programmers, or scientists.

EMPLOYMENT TRENDS

Size of Occupation
SMALL - (Less Than 628)

Projected Growth 1993 – 2000
MUCH FASTER THAN AVERAGE, 32.2%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.7%

EMPLOYMENT LEVELS	DECLINE	REMAIN STABLE	GROW
During the Past Year	0%	17%	83%
Projected Over the Next 3 Years	0%	17%	83%

Total Employees Hired Last 12 Months: 16

Resulting from:
Replacements Due to Promotions – 38%
New Positions – 63%

SUPPLY/DEMAND

Employees	Not Difficult	A Little Difficult	Some-what Difficult	Very Difficult
Fully Experienced & Qualified	17%	33%	33%	17%
Inexperienced	17%	33%	33%	17%

Employer demand is somewhat greater than the supply of both fully qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times.

WAGES

ALL EMPLOYERS COMBINED

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$10.00	\$17.05	\$11.24
New Hires, Experienced	\$10.00	\$17.05	\$11.99
Experienced, After 3 Years with Firm	\$10.00	\$21.31	\$15.61

Of the firms responding, 100% were non-union

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	0%	100%
Dental Insurance	0%	60%
Vision Insurance	0%	40%
Life Insurance	0%	40%
Paid Sick Leave	0%	100%
Paid Vacation	0%	100%
Retirement	0%	20%
Child Care	0%	0%

EDUCATION

Less Than High School	0%
High School or Equivalent	75%
Some College, But No Degree	25%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

SYSTEMS ANALYSTS – ELECTRONIC DATA PROCESSING

6 FIRMS RESPONDING REPRESENTING 33 EMPLOYEES

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOME-TIMES	NEVER
Previous Experience Required	67%	33%	0%	0%
Training as Substitute for Work Experience	0%	33%	50%	17%

Types of training which may substitute for experience:
Computer Training; On-the-Job Training

RECRUITMENT METHODS

Employees' Referrals	80%
Recruit Via Newspaper Ads	80%
Private Employment Agencies	20%
Hire Unsolicited Applicants	20%
In-House Promotion or Transfer	40%
Public School or Program Referrals	20%
Private School Referrals	0%
Employment Development Department	20%
Union Hall Referrals	40%
Other	0%

SKILLS & OTHER QUALIFICATIONS

Employers identified qualifications for employees in this occupation in the following order of importance:

Basic/Technical Skills

Ability to read and follow instructions
Oral communication skills
Problem solving skills

Physical Abilities

Ability to sit continuously for two or more hours
Ability to lift at least 10 lbs. repeatedly

Flexibility

Willingness to work nights, weekends, and holidays
Willingness to work part-time

Personal/Other Qualifications

Ability to work independently
Ability to handle crisis situations
Ability to work as part of a team

Computer Skills

Spreadsheet
Database
Word Processing
Desktop Publishing
MS Exchange
Unix
Networking
Programming

OTHER INFORMATION

Hours: Full-time 100% - Average 42 hours-per-week

Employees reported for this occupation were:

MALE 79% - FEMALE 21%

Other Information Sources:
DOT Codes: 012.167-066
CA Occupational Guide #541

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VETERINARY ASSISTANTS

OES CODE: 798060

DESCRIPTION

Veterinary Assistants examine animals for a veterinarian. They prepare animals for surgery, perform post-operational medical treatment as needed, and give medications to animals. They usually work directly under the supervision of a veterinarian. They receive extensive training on the job and may also have some post secondary education such as trade school or junior college.

EMPLOYMENT TRENDS

Size of Occupation
SMALL (less than 628)

Projected Growth 1993 – 2000
AVERAGE, 15.4%

Average growth between 1993-2000 of all
nonagricultural occupations in San Bernardino County
is 14.7%%

EMPLOYMENT LEVELS	DECLINE	REMAIN STABLE	GROW
During the Past Year	0%	59%	41%
Projected Over the Next 3 Years	0%	71%	29%

Total Employees Hired Last 12 Months: 27

Resulting from:

Replacements Due to Promotions – 0%

Replacements Due to Employees Leaving – 70%

New Positions – 30%

Temporary Positions – 0%

SUPPLY/DEMAND

Employees	Not Difficult	A Little Difficult	Some- What Difficult	Very Difficult
Fully Experienced & Qualified	12%	29%	24%	35%
Inexperienced	24%	24%	40%	12%

Employer demand is somewhat greater than the supply of both qualified experienced and inexperienced applicants. Employers may have some difficulty finding applicants at times.

WAGES

ALL EMPLOYERS COMBINED

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$4.75	\$9.00	\$5.25
New Hires, Experienced	\$5.00	\$12.00	\$7.50
Experienced, After 3 Years with Firm	\$7.00	\$15.00	\$10.00

Of the firms responding, 100% were non-union

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	0%	71%
Dental Insurance	0%	21%
Vision Insurance	0%	21%
Life Insurance	0%	0%
Paid Sick Leave	0%	50%
Paid Vacation	0%	79%
Retirement	7%	57%
Child Care	0%	0%

EDUCATION

Less Than High School	0%
High School or Equivalent	48%
Some College, But No Degree	44%
Associate (2 Year) Degree	7%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

VETERINARY ASSISTANTS

17 FIRMS RESPONDING REPRESENTING 94 EMPLOYEES

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOME-TIMES	NEVER
Previous Experience Required	18%	46%	18%	18%
Training as Substitute for Work Experience	0%	29%	65%	6%

Types of training which may substitute for experience:
ROP Training; Licensed Animal Health Tech; OJT

RECRUITMENT METHODS

Employees' Referrals	75%
Recruit Via Newspaper Ads	69%
Private Employment Agencies	0%
Hire Unsolicited Applicants	31%
In-House Promotion or Transfer	25%
Public School or Program Referrals	37%
Private School Referrals	0%
Employment Development Department	0%
Union Hall Referrals	13%
Other	0%

SKILLS & OTHER QUALIFICATIONS

Employers identified qualifications for employees in this occupation in the following order of importance:

Basic/Technical Skills

- Ability to read and follow instructions
- Oral communication skills
- Ability to write effectively
- Telephone answering skills
- Basic math skills

Physical Abilities

- Ability to lift at least 10 lbs. repeatedly
- Ability to perform strenuous, physically demanding work
- Ability to stand continuously for two or more hours

Flexibility

- Willingness to work nights, weekends, and holidays
- Willingness to work overtime
- Willingness to work part-time

Personal/Other Qualifications

- Ability to work as part of a team
- Ability to work independently
- Ability to handle crisis situations
- Interpersonal skills

Computer Skills

- Word Processing
- Database
- Spreadsheet

OTHER INFORMATION

Hours: Full-time 64% - Average 40 hours-per-week
Part-time 34% - Average 23 hours-per-week
Temporary/On-Call 2% - Average 7 hours-per-week

Employees reported for this occupation were:

MALE 29% - FEMALE 71%

Other Information Sources:
DOT Codes: 079.361-014
CA Occupational Guide #N/A

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***VOCATIONAL TRAINING
PROVIDER
DIRECTORY***

VOCATIONAL TRAINING PROVIDER DIRECTORY INTRODUCTION

The San Bernardino County California Cooperative Occupational Information System (CCOIS) Vocational Training Provider Directory 1997 is a companion to the San Bernardino County CCOIS Occupational Outlook Report 1997. This report is the published result of a year-long study of local employers conducted by the San Bernardino County Jobs and Employment Services Department and Private Industry Council, in partnership with the State Employment Development Department Labor Market Information Division.

The goal of the directory is to provide basic information about vocational training programs offered in San Bernardino County which prepare individuals for job entry into occupations studied in the 1997 CCOIS project. The information provided was primarily gained from the State Training Inventory (STI), and was supplemented from several sources. It is as accurate and up-to-date as possible, however, information changes rapidly, so we encourage the reader to refer to school catalogs, other written information, and personal contact with the training provider if further information is needed.

The producers of this directory do not endorse or recommend any particular schools or training providers or programs, and did not intentionally exclude any organization.

The index is alphabetically arranged by the occupations studied and refers to specific agencies providing the related vocational training. The directory is organized alphabetically by training provider name and includes the following:

- School type
- Name of provider
- Street address, city, and zip code
- Telephone number of the provider
- Student services offered
- Accreditation information
- Training programs offered. Wherever feasible, program titles were taken from the Classification of Instructional Programs (CIP), an educational classification system developed by the U. S. Department of Education. Where no relevant CIP title was available, an alternative program title was used.

For more information on this directory or on the corresponding Occupational Outlook Report, please contact Panda Harris, CCOIS Program Coordinator, County of San Bernardino Jobs and Employment Services Department, 851 S. Mt. Vernon, Suite 11, Colton, CA 92324, phone (909) 433-3339 or fax (909) 433-3340.

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- Auto/Automotive Mechanic/Technician

College of the Desert/Desert Community College District (p. 101)

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San Bernardino Valley College (p. 104)

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Victor Valley College (p. 106)

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- Auto/Automotive Mechanic/Technician
- Welder/Welding Technologist

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Victor Valley College (p. 106)

- Ornamental Horticulture Operations & Management

REGIONAL OCCUPATIONAL PROGRAMS

Baldy View Regional Occupational Program (p. 122)

- Landscaping Operations and Management

Barstow Valley Regional Occupational Program (p. 124)

- Landscaping Operations and Management

Snowline Regional Occupational Program (p. 135)

- Landscaping Operations and Management

PRIVATE TRAINING PROGRAMS

Inland Empire Job Corps Center (p. 160)

- Landscaping Operations and Management

INDUSTRIAL PRODUCTION MANAGERS

ADULT VOCATIONAL PROGRAMS

Chaffey Union High Adult Education (p. 89)

- Marketing Operations/Marketing and Distribution, Other

Chino Unified Adult Education (p. 90)

- Marketing Operations/Marketing and Distribution, Other

COMMUNITY COLLEGES

College of the Desert/Desert Community College District (p. 101)

- Business Administration & Management, General

Crafton Hills College (p. 103)

- Business, General
- Business Administration and Management, Other

Victor Valley College (p. 106)

- Business, General
- Business Administration and Management, Other

VOCATIONAL TRAINING PROVIDER INDEX

INDUSTRIAL PRODUCTION MANAGERS (continued)

FOUR-YEAR COLLEGES AND UNIVERSITIES

California State University, San Bernardino (p. 107)

- Business Administration and Management, General
- Business Administration and Management, Other
- Business Management and Administrative Services, Other
- Management Science
- Operations Management and Supervision

California State University, San Bernardino, Office of Extended Education (p. 111)

- Business Administration and Management, General
- Management Science

National University (p. 117)

- Business Administration and Management, General
- Management Science

University of Phoenix – Southern (p. 118)

- Business Administration and Management, General

University of Redlands (p. 119)

- Business Management and Administrative Services, Other

REGIONAL OCCUPATIONAL PROGRAMS

Baldy View Regional Occupational Program (p. 122)

- General Distribution Operations

Colton-Redlands-Yucaipa Regional Occupational Program (p. 125)

- Marketing Operations/Marketing and Distribution, Other

PRIVATE TRAINING PROGRAMS

Crossroads Vocational Institute, Inc. (p. 154)

- General Distribution Operations

ITT Technical Institute (p. 163)

- Industrial/Manufacturing Engineering

Universal Training Center (p. 179)

- Business Administration and Management, General

MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS

ADULT VOCATIONAL PROGRAMS

Chaffey Union High Adult Education (p. 89)

- Marketing Operations/Marketing and Distribution, Other

Chino Unified Adult Education (p. 90)

- Marketing Operations/Marketing and Distribution, Other

VOCATIONAL TRAINING PROVIDER INDEX

MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS (continued)

COMMUNITY COLLEGES

College of the Desert/Desert Community College District (p. 101)

- Business Administration & Management, General

Crafton Hills College (p. 103)

- Business, General
- Business Administration and Management, Other
- Marketing

Victor Valley College (p. 106)

- Business, General
- Business Administration and Management, Other

FOUR-YEAR COLLEGES AND UNIVERSITIES

California State University, San Bernardino (p. 107)

- Public Relations & Organizational Communications
- Business Administration and Management, General
- Business Administration and Management, Other
- Business Management and Administrative Services, Other
- Management Science
- Business Marketing and Marketing Management

California State University, San Bernardino, Office of Extended Education (p. 111)

- Business Administration and Management, General
- Management Science

National University (p. 117)

- Business Administration and Management, General
- Management Science

University of Phoenix – Southern (p. 118)

- Business Administration and Management, General

University of Redlands (p. 119)

- Business Management and Administrative Services, Other

REGIONAL OCCUPATIONAL PROGRAMS

Baldy View Regional Occupational Program (p. 122)

- General Distribution Operations
- General Marketing Operations

Colton-Redlands-Yucaipa Regional Occupational Program (p. 125)

- General Marketing Operations
- Marketing Operations/Marketing and Distribution, Other

Lucerne Valley Regional Occupational Program (p. 128)

- Business Services Marketing Operations

Morongo Regional Occupational Program (p. 129)

- Business Services Marketing Operations

Rialto Regional Occupational Program (p. 131)

- Business Services Marketing Operations

San Bernardino County Regional Occupational Program (p. 133)

- Advertising

VOCATIONAL TRAINING PROVIDER INDEX

MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS (continued)

PRIVATE TRAINING PROGRAMS

Skadron College (p. 172)

- Business Services Marketing Operations

Universal Training Center (p. 179)

- Business Administration and Management, General

MEDICAL RECORDS TECHNICIANS

ADULT VOCATIONAL PROGRAMS

Barstow Unified (p. 88)

- Medical Administrative Assistant/Secretary

Chino Unified Adult Education (p. 89)

- Medical Office Management
- Medical Records Administration
- Medical Transcription
- Medical Administrative Assistant/Secretary

Fontana Unified School District (p. 91)

- Medical Office Management
- Medical Assistant
- Medical Administrative Assistant/Secretary

Redlands Adult School (p. 93)

- Medical Assistant

Redlands Unified Adult Education (p. 93)

- Medical Office Management

San Bernardino Adult Education (p. 94)

- Medical Office Management
- Medical Administrative Assistant/Secretary

COMMUNITY COLLEGES

Barstow College (p. 98)

- Medical Assistant

Victor Valley College (p. 106)

- Medical Assistant

FOUR-YEAR COLLEGES AND UNIVERSITIES

Chapman University (p. 112)

- Health and Medical Administrative Services, Other

Chapman University Academic Center (p. 113)

- Health System/Health Services Administration

Chapman University Learning Center (p. 114)

- Health and Medical Administrative Services, Other

VOCATIONAL TRAINING PROVIDER INDEX

MEDICAL RECORDS TECHNICIANS (continued)

FOUR-YEAR COLLEGES AND UNIVERSITIES (continued)

Loma Linda University (p. 115)

- Health Unit Coordinator/Ward Clerk
- Health Unit Manager/Ward Supervisor
- Medical Records Tech/Technician

REGIONAL OCCUPATIONAL PROGRAMS

Baldy View Regional Occupational Program (p. 122)

- Medical Records Tech/Technician
- Medical Assistant

Barstow Valley Regional Occupational Program (p. 124)

- Medical Transcription
- Medical Assistant

Colton-Redlands-Yucaipa Regional Occupational Program (p. 125)

- Medical Office Management

Hesperia Regional Occupational Program (p. 127)

- Medical Transcriptionist
- Medical Assistant

Lucerne Valley Regional Occupational Program (p. 128)

- Medical Transcriptionist
- Medical Assistant

Morongo Regional Occupational Program (p. 129)

- Medical Transcriptionist
- Medical Assistant

Needles Regional Occupational Program (p. 130)

- Medical Transcription

Rialto Regional Occupational Program (p. 131)

- Medical Transcription
- Medical Assistant

San Bernardino County Regional Occupational Program (p. 133)

- Medical Transcription
- Medical Administrative Assistant/Secretary

Victor Valley Regional Occupational Program (p. 137)

- Medical Records Administration
- Medical Transcription
- Health and Medical Administrative Services, Other

PRIVATE TRAINING PROGRAMS

American College of Health (p. 140)

- Health and Medical Administrative Services, Other
- Medical Assistant

American Nanny College, Inc. (p. 141)

- Medical Assistant
- Medical Records Administration

VOCATIONAL TRAINING PROVIDER INDEX

MEDICAL RECORDS TECHNICIANS (continued)

PRIVATE TRAINING PROGRAMS (continued)

BMR Training Centers (p. 145)

- Medical Office Management

California Health Institute, Inc. (p. 147)

- Medical Assistant
- Medical Office Management

Career Colleges of America (p. 148)

- Medical Assistant

Concorde Career Institute, Inc. (p. 152)

- Medical Office Management
- Medical Assistant

Friendly Computer Networks, Inc. (p. 156)

- Medical Assistant

Health Care Innovations, Inc. (p. 158)

- Medical Administrative Assistant/Secretary

Inland Empire Career College (p. 159)

- Hospital/Health Facilities Administration
- Health Unit Manager/Ward Supervisor
- Medical Records Administration
- Medical Records Tech/Technician
- Medical Transcription
- Health and Medical Assistants, Other
- Medical Assistant
- Health and Medical Administrative Services, Other
- Medical Administrative Assistant/Secretary

Nova Institute of Health Technology (p. 166)

- Medical Assistant
- Medical Administrative Assistant/Secretary

Premier Training Centers (p. 168)

- Medical Office Management

Skadron College (p. 172)

- Medical Office Management
- Medical Assistant
- Medical Administrative Assistant/Secretary

Somos Hermanas Unidas, Business & Educational Institute (p. 173)

- Medical Administrative Assistant/Secretary

Summit Career College (p. 175)

- Medical Transcription
- Medical Assistant
- Medical Administrative Assistant/Secretary

Universal Training Center (p. 179)

- Medical Records Administration

VOCATIONAL TRAINING PROVIDER INDEX

OPTICIANS – DISPENSING AND MEASURING

PRIVATE TRAINING PROGRAMS

Inland Empire School of Optics (p. 161)

- Opticianry/Dispensing Optician

Optical Technician School (p. 167)

- Opticianry/Dispensing Optician

Skadron College (p. 172)

- Opticianry/Dispensing Optician
- Ophthalmic/Optometric Services, Other

PEST CONTROLLERS AND ASSISTANTS

No Specific Relevant Training Programs Available

PHYSICAL THERAPY AIDES and PHYSICAL THERAPY ASSISTANTS

ADULT VOCATIONAL PROGRAMS

Fontana Unified School District (p. 91)

- Sports Medicine Residency

FOUR-YEAR COLLEGES AND UNIVERSITIES

Chapman University Academic Center (p. 113)

- Sports Medicine Residency

REGIONAL OCCUPATIONAL PROGRAMS

Apple Valley Regional Occupational Program (p. 120)

- Sports Medicine Residency

Baldy View Regional Occupational Program (p. 122)

- Sports Medicine Residency

Barstow Valley Regional Occupational Program (p. 124)

- Sports Medicine Residency

Hesperia Regional Occupational Program (p. 127)

- Sports Medicine Residency

Rialto Regional Occupational Program (p. 131)

- Sports Medicine Residency

San Bernardino County Regional Occupational Program (p. 133)

- Rehabilitation/Therapeutic Service, Other

Victor Valley Regional Occupational Program (p. 137)

- Sports Medicine Residency

VOCATIONAL TRAINING PROVIDER INDEX

PHYSICAL THERAPY AIDES and PHYSICAL THERAPY ASSISTANTS (continued)

PRIVATE TRAINING PROGRAMS

California Health Institute, Inc. (p. 147)

- Massage

PRODUCTION, PLANNING, AND EXPEDITING CLERKS

ADULT VOCATIONAL PROGRAMS

Barstow Unified (p. 88)

- General Office/Clerical and Typing Services

Chaffey Union High Adult Education (p. 89)

- General Office/Clerical and Typing Services

Chino Unified Adult Education (p. 90)

- General Office/Clerical and Typing Services
- Administrative and Secretarial Services, Other

Redlands Unified Adult Education (p. 93)

- General Office/Clerical and Typing Services
- Administrative and Secretarial Services, Other

San Bernardino Adult Education (p. 94)

- Administrative and Secretarial Services, Other
- General Office/Clerical and Typing Services

Washington Adult School (p. 96)

- General Office/Clerical and Typing Services

Yucaipa-Calimesa Jt. Unified School District (p. 97)

- General Office/Clerical and Typing Services

COMMUNITY COLLEGES

Barstow College (p. 98)

- Administrative and Secretarial Sciences, General

College of the Desert/Desert Community College District (p. 101)

- Administrative Assistant/Secretarial Science, General

Crafton Hills Colleges (p. 103)

- Administrative Assistant/Secretarial Sciences

Victor Valley College (p. 106)

- Administrative Assistant/Secretarial Science, General
- General Office/Clerical and Typing Services

REGIONAL OCCUPATIONAL PROGRAMS

Bear Valley Regional Occupational Program (p. 121)

- Administrative Assistant/Secretarial Science, General

Hesperia Regional Occupational Program (p. 127)

- Administrative and Secretarial Services, Other

VOCATIONAL TRAINING PROVIDER INDEX

PRODUCTION, PLANNING, AND EXPEDITING CLERKS

REGIONAL OCCUPATIONAL PROGRAMS (continued)

Lucerne Valley Regional Occupational Program (p. 128)

- Administrative and Secretarial Services, Other

Morongo Regional Occupational Program (p. 129)

- Administrative and Secretarial Services, Other

Needles Regional Occupational Program (p. 130)

- Administrative and Secretarial Services, Other

San Bernardino County Regional Occupational Program (p. 133)

- General Office/Clerical and Typing Services

PRIVATE TRAINING PROGRAMS

Academy of Computer Technology (p. 138)

- Administrative Assistant/Secretarial Science, General
- General Office/Clerical and Typing Services

ASA Learning Center (p. 142)

- Administrative Assistant/Secretarial Science, General
- Administrative and Secretarial Services, Other

Career Colleges of America (p. 148)

- Administrative Assistant/Secretarial Science, General

Crossroads Vocational Institute, Inc. (p. 154)

- Administrative Assistant/Secretarial Science, General

Friendly Computer Networks, Inc. (p. 156)

- Administrative Assistant and Secretarial Services, other
- General Office/Clerical and Typing Services

Inland Empire Career College (p. 159)

- Administrative Assistant/Secretarial Science, General
- General Office/Clerical and Typing Services

Inland Empire Job Corps Center (p. 160)

- General Office/Clerical and Typing Services

Premier Training Centers (p. 168)

- General Office/Clerical and Typing Services
- Administrative and Secretarial Services, Other

Professional Career Institute (p. 169)

- General Office/Clerical and Typing Services

RTP School (p. 170)

- General Office/Clerical and Typing Services

Spanish Vocational Schools (p. 174)

- Administrative Assistant/Secretarial Science, General

Vision Quest Career Resource (p. 180)

- Administrative Assistant/Secretarial Science, General

VOCATIONAL TRAINING PROVIDER INDEX

PROPERTY AND REAL ESTATE MANAGERS AND ADMINISTRATORS

COMMUNITY COLLEGES

Barstow College (p. 98)

- Real Estate

College of the Desert/Desert Community College District (p. 101)

- Real Estate

Crafton Hills College (p. 103)

- Real Estate

San Bernardino Valley College (p. 104)

- Real Estate

Victor Valley College (p. 106)

- Real Estate

FOUR-YEAR COLLEGES AND UNIVERSITIES

California State University, San Bernardino (p. 107)

- Real Estate

California State University, San Bernardino, Office of Extended Education (p. 111)

- Real Estate

PRIVATE TRAINING PROGRAMS

Ben Hinkle Realty Register Pre-Licensing School (p. 144)

- Real Estate

Century 21 Region V, Inc. Real Estate School (p. 149)

- Real Estate

Inland Empire Job Corps Center (p. 160)

- Building/Property Maintenance and Manager

Tarbell Institute of Real Estate (p. 176)

- Real Estate

RADIOLOGIC TECHNOLOGISTS – DIAGNOSTIC

PRIVATE TRAINING PROGRAMS

Nova Institute of Health Technology (p. 166)

- Medical Radiologic Technologist/Technician

SURGICAL TECHNICIANS

FOUR-YEAR COLLEGES AND UNIVERSITIES

Loma Linda University (p. 115)

- Surgical/Operating Room Technician

VOCATIONAL TRAINING PROVIDER INDEX

SYSTEMS ANALYSTS – ELECTRONIC DATA PROCESSING

ADULT VOCATIONAL PROGRAMS

Barstow Unified (p. 88)

- Business Computer Facilities Operator

Chaffey Union High Adult Education (p. 89)

- Business Computer Facilities Operator

Chino Unified Adult Education (p. 90)

- Business Computer Facilities Operator

Fontana Unified School District (p. 91)

- Business Computer Facilities Operator

Redlands Adult School (p. 92)

- Computer and Information Sciences, General

Redlands Unified Adult Education (p. 93)

- Business Computer Facilities Operator

San Bernardino Adult Education (p. 94)

- Business Computer Facilities Operator

Washington Adult School (p. 96)

- Business Computer Facilities Operator

Yucaipa-Calimesa Jt. Unified School District (p. 97)

- Business Computer Facilities Operator

COMMUNITY COLLEGES

Barstow College (p. 98)

- Computer and Information Sciences, General

Chaffey College (p. 99)

- Computer and Information Sciences, General
- Computer and Information Sciences, Other

College of the Desert/Desert Community College District (p. 101)

- Computer and Information Sciences, Other

Crafton Hills College (p. 103)

- Computer and Information Sciences, General

San Bernardino Valley College (p. 104)

- Computer Science

FOUR-YEAR COLLEGES AND UNIVERSITIES

California State University, San Bernardino (p. 107)

- Information Sciences and Systems
- Computer Science
- Management Information Systems & Business Data Processing, General

California State University, San Bernardino, Office of Extended Education (p. 111)

- Computer and Information Sciences, General

Chapman University (p. 112)

- Computer and Information Sciences, Other

Chapman University Academic Center (p. 113)

- Computer and Information Sciences, General

Chapman University Learning Center (p. 114)

- Computer Science

VOCATIONAL TRAINING PROVIDER INDEX

SYSTEMS ANALYSTS – ELECTRONIC DATA PROCESSING (continued)

FOUR-YEAR COLLEGES AND UNIVERSITIES (continued)

University of Phoenix – Southern (p. 118)

- Information Sciences and Systems

University of Redlands (p. 119)

- Computer and Information Sciences, General

REGIONAL OCCUPATIONAL PROGRAMS

Apple Valley Regional Occupational Program (p. 120)

- Computer Maintenance Tech/Technician

Bear Valley Regional Occupational Program (p. 121)

- Data Processing Tech/Technician

Baldy View Regional Occupational Program (p. 122)

- Computer Systems Analysts
- Computer and Information Sciences, General
- Electrical, Electronics and Communication Engineering

Barstow Valley Regional Occupational Program (p. 124)

- Communications Technologists/Technicians, Other
- Data Processing Tech/Technician
- Computer Engineering Tech/Technician

Colton-Redlands-Yucaipa Regional Occupational Program (p. 125)

- Computer and Information Sciences, General
- Computer Science
- Electrical, Electronic and Communications Engineer
- Computer Maintenance Tech/Technician
- Electrical and Electronics Equipment Installer and Repairer
- Business Computer Facilities Operator

Hesperia Regional Occupational Program (p. 127)

- Communications Technologist/Technicians, Other
- Data Processing Tech/Technician

Lucerne Valley Regional Occupational Program (p. 128)

- Data Processing Tech/Technician
- Electrical, Electronic and Communications Engineer

Morongo Regional Occupational Program (p. 129)

- Data Processing Tech/Technician
- Electrical, Electronic and Communications Engineer

Needles Regional Occupational Program (p. 130)

- Data Processing Tech/Technician

Rialto Regional Occupational Program (p. 131)

- Data Processing Tech/technician
- Information Sciences and Systems

Rim of the World Regional Occupational Program (p. 132)

- Communications Technologist/Technician, Other
- Data Processing Tech/Technician
- Information Sciences and Systems

San Bernardino County Regional Occupational Program (p. 133)

- Computer and Information Sciences, General
- Electrical and Electronics Equipment Installer and Repairer
- Computer Installer and Repairer

VOCATIONAL TRAINING PROVIDER INDEX

SYSTEMS ANALYSTS – ELECTRONIC DATA PROCESSING (continued)

REGIONAL OCCUPATIONAL PROGRAMS (continued)

Snowline Regional Occupational Program (p. 135)

- Information Sciences and Systems

Trona Regional Occupational Program (p. 136)

- Data Processing Tech/Technician

Victor Valley Regional Occupational Program (p. 137)

- Information Sciences and Systems

PRIVATE TRAINING PROGRAMS

Advanced Career College (p. 139)

- Computer Programming
- Information Sciences and Systems
- Computer Systems Analyst

American College of Health (p. 140)

- Information Sciences and Systems

ASA Learning Center (p. 142)

- Computer Science

Associated Technical College (p. 143)

- Computer and Information Sciences, Other
- Communication Systems Installer and Repairer

BMR Training Centers (p. 145)

- Computer and Information Sciences, General
- Computer Installer and Repairer

California Computer Schools, Inc. (p. 146)

- Business Computer Facilities Operator
- Computer and Information Sciences, Other

Career Colleges of America (p. 148)

- Communication Systems Installer and Repairer
- Computer Installer and Repairer

Computer ERA Business School (p. 150)

- Computer and Information Sciences, General
- Information Sciences and Systems
- Computer Installer and Repairer

Computer Services & Training, Inc. (p. 151)

- Computer and Information Sciences, Other

Crest Computer Institute (p. 153)

- Computer and Information Sciences, Other

Crossroads Vocational Institute, Inc. (p. 154)

- Computer and Information Sciences, Other

Friendly Computer Networks, Inc. (p. 156)

- Computer and Information Sciences, General
- Computer and Information Sciences, Other

Inland Empire Career College (p. 159)

- Computer and Information Sciences, General
- Management Information Systems and Business Data

VOCATIONAL TRAINING PROVIDER INDEX

SYSTEMS ANALYSTS – ELECTRONIC DATA PROCESSING (continued)

PRIVATE TRAINING PROGRAMS (continued)

Net 10 Technologies, Inc. (p. 164)

- Computer and Information Sciences, General
- Computer Science
- Computer and Information Sciences, Other
- Computer Maintenance Tech/Technician
- Management Information Systems and Business Data
- Business Computer Facilities Operator

New Horizons Computer Learning (p. 165)

- Information Sciences and Systems
- Computer and Information Sciences, General
- Business Systems Networking and Telecommunications

RTP School (p. 170)

- Electrical and Electronic Engineering – Related Technologists/Technicians
- Electrical and Electronics Equipment Installer and Repairer
- Computer Installer and Repairer
- Electrical and Electronics Equipment Installer and Repairer, Other

Rands Systems, Inc. (p. 171)

- Computer and Information Sciences, General
- Computer Maintenance Tech/Technician
- Mathematics and Computer Science

Somos Hermanas Unidas, Business & Educational Institute (p. 173)

- Management Information Systems and Business Data

Spanish Vocational Schools (p. 174)

- Electrical and Electronics Equipment Installer and Repairer
- Computer Installer and Repairer
- Business Computer Facilities Operator

Training Technologies College (p. 177)

- Computer Programming

Universal Training Center (p. 179)

- Computer and Information Sciences, General
- Computer Maintenance Tech/Technician

VETERINARY ASSISTANTS

REGIONAL OCCUPATIONAL PROGRAMS

Baldy View Regional Occupational Program (p. 122)

- Agricultural Animal Husbandry and Production Management
- Agricultural Animal Health

Colton-Redlands-Yucaipa Regional Occupational Program (p. 125)

- Agricultural Animal Husbandry and Production Management
- Animal Sciences, General

***VOCATIONAL
TRAINING
PROVIDERS***

ADULT VOCATIONAL PROGRAMS

Barstow Unified

551 South Avenue H
Barstow, CA 92311 (760) 255-6000

Available Services

- Financial Aid
- VA Approved
- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

N/A

Classification of Instructional Programs

- Truck, Bus and Other Commercial Vehicle Operator
- Medical Administrative Assistant/Secretary
- General Office/Clerical and Typing Services
- Business Computer Facilities Operator

ADULT VOCATIONAL PROGRAMS

Chaffey Union High Adult Education

211 West Fifth Street
Ontario, CA 91762 (909) 983-2010

Available Services

- VA Approved

Services for Special Needs

N/A

Accreditation

N/A

Classification of Instructional Programs

- Agricultural Business and Production, Other
- Tourism Promotion Operations
- Marketing Operations/Marketing and Distribution, Other
- Cosmetologist
- Cosmetic Services, Other
- Institutional Food Workers and Administrators, General
- Custodian/Caretaker
- Plumber and Pipefitter
- Heating, Air Conditioning and Refrigeration Mechanic
- Instrument Calibration and Repairer
- Miscellaneous Mechanics and Repairers, Other
- Auto/Automotive Mechanic/Technician
- Construction Equipment Operator
- Truck, Bus and Other Commercial Vehicle Operator
- Nurse Assistant/Aide
- Accounting Technician
- Administrative Assistant/Secretarial Science, General
- General Office/Clerical and Typing Services
- Business Computer Facilities Operator

ADULT VOCATIONAL PROGRAMS

Chino Unified Adult Education

5130 Riverside Drive
Chino, CA 91710 (909) 628-1201

Available Services

- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

N/A

Classification of Instructional Programs

- Floristry Marketing Operations
- Tourism Promotion Operations
- Tourism and Travel Services Marketing Operations, Other
- Marketing Operations/Marketing and Distribution, Other
- Paralegal/Legal Assistant
- Medical Office Management
- Medical Records Administration
- Medical Transcription
- Administrative Assistant/Secretarial Science, General
- Medical Administrative Assistant/Secretary
- General Office/Clerical and Typing Services
- Administrative and Secretarial Services, Other
- Business Computer Facilities Operator

ADULT VOCATIONAL PROGRAMS

Fontana Unified School District

9680 Citrus Avenue
Fontana, CA 92335 (909) 357-5000

Available Services

- On-site Child Care
- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Landscaping Operations and Management
- Public Relations and Organizational Communications
- Radio and Television Broadcasting
- Computer Maintenance Tech/Technician
- Child Care and Guidance Workers and Managers, General
- Custodial, Housekeeping and Home Services Workers
- Diesel Engine Mechanic and Repairer
- Machinist/Machine Technologist
- Printmaking
- Medical Office Management
- Medical Assistant
- Sports Medicine Residency
- Medical Administrative Assistant/Secretary
- Business Computer Facilities Operator

ADULT VOCATIONAL PROGRAMS

Redlands Adult School

7 West Delaware Avenue
Redlands, CA 92374 (909) 307-5315

Available Services

- Financial Aid
- VA Approved
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Computer and Information Sciences, General
- Teaching English as a Second Language/Foreign Language
- Basic Skills, General
- Medical Assistant
- Nursing Science (Post-R.N.)
- Nurse Assistant/Aide
- Home Health Aide
- High School Equivalency Certificate

ADULT VOCATIONAL PROGRAMS

Redlands Unified Adult Education

P. O. Box 3008
Redlands, CA 92374 (909) 793-2541

Available Services

- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

N/A

Classification of Instructional Programs

- Tourism Promotion Operations
- Major Appliance Installer and Repairer
- Dental Assistant
- Medical Office Management
- Emergency Medical Tech/Technician
- Nurse Assistant/Aide
- Administrative Assistant/Secretarial Science, General
- General Office/Clerical and Typing Services
- Business Computer Facilities Operator

ADULT VOCATIONAL PROGRAMS

San Bernardino Adult Education

777 North F Street
San Bernardino, CA 92410 (909) 388-6000

Available Services

- VA Approved

Services for Special Needs

N/A

Accreditation

N/A

Classification of Instructional Programs

- Cosmetologist
- Welder/Welding Technologist
- Medical Office Management
- Nurse Assistant/Aide
- Home Health Aide
- Accounting Technician
- Administrative Assistant/Secretarial Science, General
- Medical Administrative Assistant/Secretary
- General Office/Clerical and Typing Services
- Business Computer Facilities Operator

ADULT VOCATIONAL PROGRAMS

Upland Unified

Post Office Box 1239
Upland, CA 91786 (714) 985-1864

Available Services

- Financial Aid
- VA Approved
- Job Placement Assistance
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

N/A

Classification of Instructional Programs

- Truck, Bus, and Other Commercial Vehicle Operator

ADULT VOCATIONAL PROGRAMS

Washington Adult School

900 East C Street
Colton, CA 92324 (909) 876-4196

Available Services

- Job Placement Assistance
- Career Counseling

Services for Special Needs

N/A

Accreditation

N/A

Classification of Instructional Programs

- Child Growth, Care and Development Studies
- General Studies
- Citizenship Activities, General
- Auto/Automotive Mechanic/Technician
- Nurse Assistant/Aide
- Accounting Technician
- General Office/Clerical and Typing Services
- Business Computer Facilities Operator

ADULT VOCATIONAL PROGRAMS

Yucaipa-Calimesa Jt. Unified School District

12787 Third Street
Yucaipa, CA 92399 (909) 797-0121

Available Services

N/A

Services for Special Needs

N/A

Accreditation

N/A

Classification of Instructional Programs

- Accounting Technician
- General Office/Clerical and Typing Services
- Business Computer Facilities Operator

COMMUNITY COLLEGES

Barstow College

2700 Barstow Road
Barstow, CA 92311 (760) 252-2411

Available Services

- Financial Aid
- VA Approved
- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Computer and Information Sciences, General
- Computer Programming
- Cosmetologist
- Child Development, Care and Guidance
- Judicial Science/Legal
- Fire Protection and Safety Tech/Technician
- Auto/Automotive Mechanic/Technician
- Diesel Engine Mechanic and Repairer
- Drafting, General
- Welder/Welding Technologist
- Photography
- Medical Assistant
- Accounting
- Administrative Assistant/Secretarial Sciences, General
- Management Science
- Real Estate
- Electronics
- Certified Nurses Assistant
- Home Health Aides
- Emergency Medical Technicians

COMMUNITY COLLEGES

Chaffey College

5885 Haven Avenue
Rancho Cucamonga, CA 91737-3002 (909) 987-1737

Available Services

- Financial Aid
- VA Approved
- On-Site Child Care
- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Radio and Television Broadcasting
- Computer and Information Sciences, General
- Computer and Information Sciences, Other
- Engineering, General
- Electrical and Electronic Engineering-Related Tech/Technicians
- Dental Assistant
- Environmental Control Tech/Technicians, Other
- Aeronautical and Aerospace Engineering Tech/Technician
- Germanic Languages and Literatures, Other
- French Language and Literature
- Spanish Language and Literature
- Child Development, Care and Guidance
- English Language and Literature, General
- Liberal Arts and Sciences/Liberal Studies
- Fashion Merchandising
- Biology, General
- Mathematics
- Gerontology
- Health and Physical Education, General
- Art
- Philosophy
- Philosophy and Religion
- Foreign Languages and Literatures, General
- Chemistry, General
- Earth and Planetary Sciences
- Physical Sciences, General

COMMUNITY COLLEGES

Chaffey College (continued)

5885 Haven Avenue
Rancho Cucamonga, CA 91737-3002 (909) 987-1737

Available Services

- Financial Aid
- VA Approved
- On-Site Child Care
- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs (page 2)

- Physics, General
- Geology
- Psychology, General
- Social Sciences, General
- Political Science, General
- Sociology
- Geography
- Anthropology
- Electrical and Electronics Equipment Installer and Repairer
- Auto/Automotive Body Repairer
- Auto/Automotive Mechanic/Technician
- Architectural Drafting
- Electrical/Electronics Drafting
- Drafting, Other
- Economics, General
- Graphic Design, Commercial Art and Illustration
- Dramatic/Theater Arts and Stagecraft, Other
- Interior Design
- Photography
- Fine Arts and Art Studies, Other
- History, General
- Music, General
- Fashion Design and Illustration
- Photography

COMMUNITY COLLEGES

College of the Desert/Desert Community College District

P. O. Box X16
Twenty-Nine Palms, CA 92278 (760) 386-3651

Available Services

- Financial Aid
- VA Approved
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Crop Production Operations & Management
- Ornamental Horticulture Operations & Management
- Agriculture Business/AgriBusiness Operations
- Natural Resources Conservation
- Agricultural Power Machinery Operator
- Architecture Design & Construction Technology
- Accounting
- Banking and Financial Support Services
- Business Administration & Management, General
- Office Supervision & Management
- General Buying Operations
- Real Estate
- Administrative Assistant/Secretarial Science, General
- Journalism
- Radio & Television Broadcasting Tech/Technician
- Computer & Information Sciences, Other
- Computer Programming
- Mechanical Engineering/Mechanical Tech/Technician
- Auto-Automotive Mechanic/Tech
- Drafting, General
- Civil Engineering Civil Tech/Technician
- Construction/Building Inspection
- Nursing (R.N. Training)
- Practical Nurse (L.P.N.)
- Nursing Assistant/Aide
- Respiratory Therapy Tech
- Emergency Medical Tech/Technician
- Health Professions & Related Sciences, Other
- Fashion and Fabric Consultant

COMMUNITY COLLEGES

College of the Desert/Desert Community College District (continued)

P. O. Box X16
Twenty-Nine Palms, CA 92278 (760) 386-3651

Available Services

- Financial Aid
- VA Approved
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs (page 2)

- Child Care & Guidance Workers & Mgrs., General
- Child Care & Guidance Workers & Mgrs., Other
- Dietitian Assistant
- Culinary Arts/Chef
- Institutional Food Workers & Mgrs., General Training
- Alcohol/Drug Abuse Counseling
- Criminal Justice/Law Enforcement Administration
- Parks, Recreation, Leisure & Fitness Studies, Other
- Special Education, Other
- Plant Science

COMMUNITY COLLEGES

Crafton Hills College

11711 Sand Canyon Road
Yucaipa, CA 92399 (909) 794-2161

Available Services

- Financial Aid
- VA Approved
- On-Site Child Care
- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Computer and Information Sciences, General
- Computer Programming
- Fire Science/Firefighting
- Respiratory Therapy Technician
- Business, General
- Business Administration and Management, Other
- Accounting
- Marketing
- Real Estate
- Administrative Assistant/Secretarial Sciences
- Medical Radiologic Tech/Technician
- Emergency Medical Tech/Technician
- Child Care and Guidance Workers & Managers
- Fire Protection & Safety Technologist

COMMUNITY COLLEGES

San Bernardino Valley College

701 South Mt. Vernon Avenue
San Bernardino, CA 92410-2798 (909) 888-6511

Available Services

- Financial Aid
- VA Approved
- On-Site Child Care
- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Architecture
- Radio and Television Broadcasting
- Computer Science
- Physical Education Teaching and Coaching
- Water Resources Engineering
- Engineering, Other
- Architectural Engineering Tech/Technician
- Computer Engineering Tech/Technician
- Aeronautical and Aerospace Engineering Tech/Technician
- Automotive Engineering Tech/Technician
- Family Resource Management Studies
- Child Care and Guidance Workers and Managers, General
- Liberal Arts and Sciences/Liberal Studies
- Library Science, Other
- Biology, General
- Mathematics
- Art
- Astronomy
- Chemistry, General
- Geology
- Physics, General
- Psychology, General
- Criminal Justice/Law Enforcement Administration
- Law Enforcement/Police Science
- Geography
- Construction/Building Inspector
- Machinist/Machine Technologist

COMMUNITY COLLEGES

San Bernardino Valley College (continued)

701 South Mt. Vernon Avenue
San Bernardino, CA 92410-2798 (909) 888-6511

Available Services

- Financial Aid
- VA Approved
- On-Site Child Care
- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs (page 2)

- Welder/Welding Technologist
- Music, General
- Pharmacy Technician/Assistant
- Nursing, Other
- Office Supervision and Management
- Accounting
- Legal Administrative Assistant/Secretary
- Hotel/Motel and Restaurant Management
- Human Resources Management
- Real Estate

COMMUNITY COLLEGES

Victor Valley College

18422 Bear Valley Road
Victorville, CA 92392-5849 (760) 245-4271 ext 272

Available Services

- Financial Aid
- VA Approved
- On-Site Child Care
- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Ornamental Horticulture Operations and Management
- Data Processing Tech/Technician
- Teacher Assistant/Aide
- Aeronautical and Aerospace Engineering Tech/Technician
- Home Economics, General
- Child Care Provider/Assistant
- Institutional Food Services Administrator
- Multi-Interdisciplinary Studies, Other
- Criminal Justice/Law Enforcement Administration
- Fire Protection and Safety Tech/Technician
- Carpenter
- Industrial Electronics Installer and Repairer
- Auto-Automotive Body Repairer
- Auto-Automotive Mechanic/Technician
- Drafting, General
- Graphic and Printing Equipment Operator, General
- Welder/Welding Technologist
- Drama/Theater Arts, General
- Photography
- Medical Assistant
- Emergency Medical Tech/Technician
- Respiratory Therapy Technician
- Nursing (R.N. Training)
- Practical Nurse (L.P.N. Training)
- Business, General
- Business Administration and Management, General
- Accounting Technician
- Administrative Assistant/Secretarial Science, General
- General Office/Clerical and Typing Services
- Real Estate

FOUR-YEAR COLLEGES AND UNIVERSITIES

California State University, San Bernardino

5500 University Parkway
San Bernardino, CA 92407-2397 (909) 880-5200

Available Services

- Financial Aid
- VA Approved
- On-Site Child Care
- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Environmental Science/Studies
- American Studies/Civilization
- Afro-American (Black) Studies
- Hispanic-American Studies
- Communications, General
- Mass Communications
- Public Relations & Organizational Communications
- Radio & Television Broadcasting
- Communications, Other
- Information Sciences and Systems
- Computer Science
- Education, General
- Bilingual/Bicultural Education
- Elementary, Middle, & Secondary Education Administration
- Educational/Instructional Media Design
- Special Education, General
- Counselor Education, Counseling and Guidance Services
- Elementary Teacher Education
- Jr. High/Intermediate/Middle School Teacher Education
- Pre-Elementary/Early Childhood/Kindergarten Teacher Education
- Secondary Teacher Education
- General Teacher Education, Other
- English Teacher Education
- Mathematics Teacher Education
- Physical Education Teaching and Coaching
- Reading Teacher Education
- Science Teacher Education, General
- Trade and Industrial Teacher Education (Voc.)
- History Teacher Education
- Spanish Language Teacher Education

FOUR-YEAR COLLEGES AND UNIVERSITIES

California State University San Bernardino (continued)

5500 University Parkway
San Bernardino, CA 92407-2397 (909) 880-5200

Available Services

- Financial Aid
- VA Approved
- On-Site Child Care
- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs (page 2)

- Foods and Nutrition Studies, General
- Gerontological Services
- Child Growth, Care and Development Studies
- Paralegal/Legal Assistant
- English Language and Literature, General
- English Composition
- English Creative Writing
- English Language & Literature/Letters, Other
- Liberal Arts and Sciences/Liberal Studies
- Humanities/Humanistic Studies
- Biology, General
- Biochemistry
- Mathematics
- Peace and Conflict Studies
- Gerontology
- Museology/Museum Studies
- Multi/Interdisciplinary Studies, Other
- Philosophy
- Chemistry, General
- Geology
- Physics, General
- Psychology, General
- Clinical Psychology
- Developmental and Child Psychology

FOUR-YEAR COLLEGES AND UNIVERSITIES

California State University San Bernardino (continued)

5500 University Parkway
San Bernardino, CA 92407-2397 (909) 880-5200

Available Services

- Financial Aid
- VA Approved
- On-Site Child Care
- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs (page 3)

- Experimental Psychology
- Industrial and Organizational Psychology
- Criminal Justice/Law Enforcement Administration
- Public Administration
- Social Work
- Social Sciences, General
- Anthropology
- Economics, General
- Geography
- History, General
- Political Science, General
- Sociology
- Urban Affairs/Studies
- Graphic Design, Commercial Art and Illustration
- Drama/Theater Arts, General
- Technical Theater/Theater Design and Stagecraft
- Acting and Directing
- Drama/Theater Literature, History, and Criticism
- Art, General
- Fine/Studio Arts
- Art History, Criticism and Conservation
- Music, General
- Musical - General Performance
- Health Systems/Health Services Administration
- Nursing (R.N. Training)

FOUR-YEAR COLLEGES AND UNIVERSITIES

California State University San Bernardino (continued)

5500 University Parkway
San Bernardino, CA 92407-2397 (909) 880-5200

Available Services

- Financial Aid
- VA Approved
- On-Site Child Care
- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs (page 4)

- Environmental Health
- Vocational Rehabilitation Counseling
- Health Professions and Related Sciences, Other
- Business Administration and Management, General
- Operations Management and Supervision
- Business Administration and Management, Other
- Accounting
- Accounting, Other
- Business/Managerial Economics
- Enterprise Management and Operation, Other
- Finance, General
- Human Resources Management
- Labor/Personnel Relations and Studies
- Organizational Behavior Studies
- International Business
- Management Information Systems & Business Data Processing, General
- Management Science
- Business Marketing and Marketing Management
- Real Estate
- Taxation
- Business Management & Administrative Services, Other

FOUR-YEAR COLLEGES AND UNIVERSITIES

California State University San Bernardino, Office of Extended Education

5500 University Parkway
San Bernardino, CA 92407-2397 (909) 880-5975

Available Services

- Financial Aid
- VA Approved
- On-Site Child Care
- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Entrepreneurship
- Computer and Information Sciences, General
- Science Teacher Education, General
- Energy Management and Systems Tech/Technician
- Job Seeking/Changing Skills
- Graphic Design, Commercial Art and Illustration
- Business Administration and Management, General
- Banking and Financial Support Services
- Human Resources Management
- Management Science
- Real Estate

FOUR -YEAR COLLEGES AND UNIVERSITIES

Chapman University

2890 Inland Empire Blvd, Suite 110
Ontario, CA 91764 (909) 481-1804

Available Services

- Financial Services
- VA Approved
- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Computer and Information Sciences, Other
- Teacher Education, Multiple Levels
- Criminal Justice/Law Enforcement Administration
- Social Sciences, General
- Sociology
- Health and Medical Administrative Services, Other
- Human Resources Management
- Human Resources Management, Other
- Psychology, General
- Counseling Psychology
- Developmental and Child Psychology
- Organizational Behavior Studies

FOUR-YEAR COLLEGES AND UNIVERSITIES

Chapman University Academic Center

12421 Hesperia Road, Suite C-6
Victorville, CA 92392 (760) 955-7555

Available Services

- Financial Aid
- VA Approved
- Job Placement
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Computer and Information Sciences, General
- Educational Psychology
- Special Education, General
- Counselor Education Counseling and Guidance Services
- General Teacher Education
- Foods and Nutrition Science
- English Creative Writing
- Psychology, General
- Criminal Justice Studies
- Film/Cinema Studies
- Film-Video Making/Cinematography and Production
- Health System/Health Services Administration
- Sports Medicine Residency
- Human Resources Management
- Organizational Behavior Studies

FOUR -YEAR COLLEGES AND UNIVERSITIES

Chapman University Learning Center

Box X-8, Bldg 1526, MCAGCC
Twenty-nine Palms, CA 92278 (760) 830-6681

Available Services

- Financial Aid
- VA Approved
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Computer Science
- Paralegal/Legal Assistant
- Psychology, General
- Criminal Justice Studies
- Social Work
- Social Sciences and History, Other
- Interior Design
- Health and Medical Administrative Services, Other
- Health Professions and Related Sciences, Other
- Human Resources Management

FOUR-YEAR COLLEGES AND UNIVERSITIES

Loma Linda University

Post Office Box 2000
Loma Linda, CA 92354-0001 (909) 796-3741

Available Services

- Financial Aid
- VA Approved
- On-Site Child Care

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Biomedical Engineering-Related Tech/Technician
- Dietetics/Human Nutritional Services
- Family and Marriage Counseling
- Family Life and Relations Studies
- Biology, General
- Biochemistry
- Microbiology/Bacteriology
- Anatomy
- Nutritional Sciences
- Biostatistics
- Health-Related Knowledge and Skills, Other
- Paleontology
- Psychology, General
- Physiological Psychology/Psychobiology
- Social Work
- Speech-Language Pathology and Audiology
- Dentistry (D.D.S., D.M.D.)
- Dental Clinical Sciences/Graduate Dentistry (M.S., Ph.D.)
- Dental Hygienist
- Dental Services, Other
- Health Unit Coordinator/Ward Clerk
- Health Unit Manager/Ward Supervisor
- Medical Records Tech/Technician
- Occupational Therapy Assistant
- Cardiovascular Tech/Technician
- Emergency Medical Tech/Technician
- Nuclear Medical Tech/Technician
- Respiratory Therapy Technician
- Surgical/Operating Room Technician
- Blood Bank Tech/Technician
- Medical Technology
- Medicine (M.D.)
- Nursing (R.N. Training)
- Environmental Health
- Epidemiology

FOUR-YEAR COLLEGES AND UNIVERSITIES

Loma Linda University (continued)

Post Office Box 2000

Loma Linda, CA 92354-0001 (909) 796-3741

Classification of Instructional Programs (page 2)

- Public Health Education and Promotion
- Public Health, Other
- Occupational Therapy
- Endodontics Specialty
- Oral Pathology Specialty
- Orthodontics Specialty
- Periodontics Specialty
- Prosthodontics Specialty
- Preventive Medicine Residency
- Health Professions and Related Sciences, Other

FOUR-YEAR COLLEGES AND UNIVERSITIES

National University

Post Office Box 22
Bldg 1526, MCAGCC
Twentynine Palms, CA 92278 (760) 830-6887

Available Services

- Financial Aid
- VA Approved
- Job Placement Assistance

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Criminal Justice Studies
- Business Administration and Management, General
- Management Science

FOUR-YEAR COLLEGES AND UNIVERSITIES

University of Phoenix - Southern

337 North Vineyard Avenue, Suite 100
Ontario, CA 91764 (909) 437-4300

Available Services

- Financial Aid
- VA Approved

Services for Special Needs

N/A

Accreditation

CCPVE Approved

Classification of Instructional Programs

- Business Administration and Management, General
- Information Sciences and Systems

FOUR-YEAR COLLEGES AND UNIVERSITIES

University of Redlands

1200 East Colton Avenue
Redlands, CA 92373-0999 (909) 793-2121

Available Services

- Financial Aid
- VA Approved
- Job Placement Assistance
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Environmental Sciences/Studies
- Ethnic and Cultural Studies, Other
- Computer and Information Sciences, General
- Education, General
- Physical Education Teaching and Coaching
- Engineering Science
- German Language and Literature
- French Language and Literature
- Spanish Language and Literature
- English Language and Literature, General
- English Language and Literature/Letters, Other
- Humanities/Humanistic Studies
- Biology, General
- Mathematics
- Philosophy
- Religion/Religious Studies
- Chemistry, General
- Physics, General
- Psychology, General
- Economics, General
- History, General
- Political Science and Government, Other
- Sociology
- Art, General
- Music, General
- Communication Disorders Sciences and Services, Other
- Accounting
- Business Management and Administrative Services, Other

REGIONAL OCCUPATIONAL PROGRAMS

Apple Valley Regional Occupational Program

11837 Navajo Road
Apple Valley, CA 92308 (619) 247-7206

Available Services

- Job Placement Assistance
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Floristry Marketing Operations
- Vehicle Parts and Accessories Marketing Operations
- Computer Maintenance Tech/Technician
- Child Development, Care and Guidance
- Auto/Automotive Mechanic/Technician
- Desktop Publishing Equipment Operator
- Welder/Welding Technologist
- Sports Medicine Residency

REGIONAL OCCUPATIONAL PROGRAMS

Bear Valley Regional Occupational Program

351 North Maple Lane
Big Bear City, CA 92398 (909) 585-1616

Available Services

- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Floristry Marketing Operations
- Recreation Products/Services Marketing Operations
- Data Processing Tech/Technician
- Teacher Assistant/Aide
- Electrical, Electronic and Communications Engineering
- Construction and Building Finishers and Managers, Other
- Auto/Automotive Mechanic/Technician
- Drafting, Other
- Desktop Publishing Equipment Operator
- Cabinet Maker and Millworker
- Art, General
- Administrative Assistant/Secretarial Science, General

REGIONAL OCCUPATIONAL PROGRAMS

Baldy View Regional Occupational Program

135 South Spring Street
Claremont, CA 91711 (909) 624-0063

Available Services

N/A

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Agricultural Animal Husbandry and Production Management
- Horticulture Services Operations and Management, General
- Fashion Merchandising
- Floristry Marketing Operations
- General Marketing Operations
- Tourism Promotion Operations
- Tourism and Travel Services Marketing Operations, Other
- Vehicle Parts and Accessories Marketing Operations
- Cosmetologist
- Child Care and Guidance Workers and Managers, General
- Clothing, Apparel and Textile Workers and Managers, General
- Security and Loss Prevention Services
- Auto/Automotive Body Repairer
- Auto/Automotive Mechanic/Technician
- Small Engine Mechanic and Repairer
- Civil/Structural Drafting
- Fire Protection and Safety Tech/Technician
- Cabinet Maker and Millworker
- Graphic Design, Commercial Art and Illustration
- Commercial Photography
- Dental Assistant
- Medical Records Tech/Technician
- Emergency Medical Tech/Technician
- Hospitality/Administration Management
- Hospitality Services Management, Other
- Medical Assistant
- Nurse Assistant/Aide
- Business Administration and Management, General
- Administrative Assistant/Secretarial Science, General
- Agricultural Animal Health
- Civil Engineering, General
- Construction/Building Tech/Technician
- Construction and Building Finishers and Managers, Other
- Computer and Information Sciences, General
- Computer Systems Analyst

REGIONAL OCCUPATIONAL PROGRAMS

Baldy View (ROP) (continued)

135 South Spring Street
Claremont, CA 91711 (909) 624-0063

Classification of Instructional Programs (page 2)

- Cosmetic Services, General
- General Distribution Operations
- Electrical, Electronics and Communication Engineering
- Financial Services Marketing Operations
- Landscaping Operations and Management
- Law Enforcement/Police Science
- Sports Medicine Residency

REGIONAL OCCUPATIONAL PROGRAMS

Barstow Valley Regional Occupational Program

First Street and Campus Way
Barstow, CA 92311 (760) 256-4076

Available Services

- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

SACS

Classification of Instructional Programs

- Landscaping Operations and Management
- Communications Tech/Technician, Other
- Data Processing Tech Technician
- Computer Engineering Tech/Technician
- Child Care and Guidance Workers and Managers, Other
- Auto/Automotive Mechanic/Technician
- Art, General
- Medical Transcription
- Medical Assistant
- Nurse Assistant/Aide
- Sports Medicine Residency

REGIONAL OCCUPATIONAL PROGRAMS

Colton-Redlands-Yucaipa Regional Occupational Program

1214 Indiana Court
Redlands, CA 92374 (909) 793-3115

Available Services

- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Agricultural Animal Husbandry and Production Management
- Animal Sciences, General
- Fashion Merchandising
- Floristry Marketing Operations
- Food Products Retailing and Wholesaling Operations
- General Marketing Operations
- General Retailing and Wholesaling Operations and Skills
- Hotel/Motel Services Marketing Operations
- Tourism Promotion Operations
- Tourism and Travel Services Marketing Operations, Other
- Vehicle Parts and Accessories Marketing Operations
- Marketing Operations/Marketing and Distribution, Other
- Computer and Information Sciences, General
- Computer Science
- Barber/Hairstylist
- Cosmetologist
- Cosmetic Services, Other
- Teacher Assistant/Aide
- Architectural Engineering Tech/Technician
- Electrical, Electronic and Communications Engineering
- Computer Maintenance Tech/Technician
- Plastics Tech/Technician
- Child Care and Guidance Workers and Managers, General
- Child Care Provider/Assistant
- Clothing, Apparel and Textile Workers and Managers, General
- Institutional Food Workers and Administrators, General
- Custodian/Caretaker
- Law Enforcement/Police Science
- Security and Loss Prevention Services
- Fire Science/Firefighting

REGIONAL OCCUPATIONAL PROGRAMS

Colton-Redlands-Yucaipa Regional Occupational Program (continued)

1214 Indiana Court
Redlands, CA 92374 (909) 793-3115

Classification of Instructional Programs (page 2)

- Business Machine Repairer
- Electrical and Electronics Equipment Installer and Repairer
- Heating, Air Conditioning and Refrigeration Mechanic and
- Miscellaneous Mechanics and Repairers, Other
- Auto/Automotive Body Repairer
- Auto/Automotive Mechanic/Technician
- Vehicle and Mobile Equipment Mechanics and Repairers
- Drafting, General
- Architectural Drafting
- Graphic and Printing Equipment Mechanics and Repairers
- Mechanical Typesetter and Composer
- Upholsterer
- Machine Shop Assistant
- Welder/Welding Technologist
- Cabinet Maker and Millworker
- Precision Production Trades, Other
- Commercial Photography
- Photography
- Medical Office Management
- Business Computer Facilities Operator
- Vocational High School Diploma

REGIONAL OCCUPATIONAL PROGRAMS

Hesperia Regional Occupational Program

9144 Third Avenue
Hesperia, CA 92345 (760) 244-1771

Available Services

- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Communications Tech/Technicians, Other
- Data Processing Tech/Technician
- Cosmetologist
- Child Care Services Manager
- Dental Assistant
- Medical Transcription
- Medical Assistant
- Nurse Assistant/Aide
- Sports Medicine Residency
- Administrative and Secretarial Services, Other

REGIONAL OCCUPATIONAL PROGRAMS

Lucerne Valley Regional Occupational Program

33233 Rabbit Springs Road
Lucerne Valley, CA 92356 (760) 248-6108

Available Services

- Job Placement Assistance
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

SACS

Classification of Instructional Programs

- Business Services Marketing Operations
- Food Products Retailing and Wholesaling Operations
- Radio and Television Broadcasting
- Data Processing Tech/Technician
- Electrical, Electronic and Communications Engineering
- Auto/Automotive Mechanic/Technician
- Architectural Drafting
- Cabinet Maker and Millworker
- Precision Production Trades, Other
- Graphic Design, Commercial Art and Illustration
- Dental Assistant
- Medical Transcriptionist
- Medical Assistant
- Nurse Assistant/Aide
- Administrative and Secretarial Services, Other

REGIONAL OCCUPATIONAL PROGRAMS

Morongo Regional Occupational Program

Post Office Box 1209

Twentynine Palms, CA 92277 (760) 367-9191

Available Services

- Job Placement Assistance
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Business Services Marketing Operations
- Food Products Retailing and Wholesaling Operations
- Radio and Television Broadcasting
- Data Processing Tech/Technician
- Electrical, Electronic and Communications Engineering
- Auto/Automotive Mechanic/Technician
- Architectural Drafting
- Cabinet Maker and Millworker
- Precision Production Trades, Other
- Graphic Design, Commercial Art and Illustration
- Dental Assistant
- Medical Transcription
- Medical Assistant
- Nurse Assistant/Aide
- Administrative and Secretarial Services, Other

REGIONAL OCCUPATIONAL PROGRAMS

Needles Regional Occupational Program

1900 Erin Drive
Needles, CA 92363 (760) 326-2191

Available Services

- Job Placement Assistance
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

SACS

Classification of Instructional Programs

- Recreation Products/Services Marketing Operations
- Data Processing Tech/Technician
- Law Enforcement/Police Science
- Auto/Automotive Mechanic/Technician
- Welder/Welding Technologist
- Cabinet Maker and Millworker
- Medical Transcription
- Business, General
- Administrative and Secretarial Services, Other
- Hospitality/Administration Management

REGIONAL OCCUPATIONAL PROGRAMS

Rialto Regional Occupational Program

1321 North Lilac Street
Rialto, CA 92376 (909) 875-1684

Available Services

- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Business Services Marketing Operations
- Food Products Retailing and Wholesaling Operations
- Data Processing Tech/Technician
- Information Sciences and Systems
- Auto/Automotive Mechanic/Technician
- Precision Production Trades, Other
- Art, General
- Medical Transcription
- Medical Assistant
- Sports Medicine Residency
- Health Professions and Related Sciences, Other
- Business, General

REGIONAL OCCUPATIONAL PROGRAMS

Rim of the World Regional Occupational Program

27614 Highway 18

Lake Arrowhead, CA 92352 (909) 336-0222

Available Services

- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Communications Technol/Technician, Other
- Data Processing Tech/Technician
- Information Sciences and Systems
- Teacher Assistant/Aide
- Law Enforcement/Police Science
- Architectural Drafting
- Machinist/Machine Technologist
- Welder/Welding Technologist
- Cabinet Maker and Millworker
- Precision Production Trades, Other
- Art, General

REGIONAL OCCUPATIONAL PROGRAMS

San Bernardino County Regional Occupational Program

601 North "E" Street
San Bernardino, CA 92410 (909) 387-4439

Available Services

- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Floristry Marketing Operations
- General Retailing Operations
- General Selling Skills and Sales Operations
- Advertising
- Broadcast Journalism
- Radio and Television Broadcasting
- Computer and Information Sciences, General
- Cosmetologist
- Baker/Pastry Chef
- Teacher Assistant/Aide
- Architectural Engineering Tech/Technician
- Child Growth, Care and Development Studies
- Custodial, Housekeeping and Home Services Workers
- Health-related Knowledge and Skills, Other
- Law Enforcement/Police Science
- Fire Services Administration
- Fire Protection, Other
- Construction Trades, Other
- Electrical and Electronics Equipment Installer and Repairer
- Computer Installer and Repairer
- Industrial Electronics Installer and Repairer
- Auto/Automotive Body Repairer
- Auto/Automotive Mechanic/Technician
- Diesel Engine Mechanic and Repairer
- Desktop Publishing Equipment Operator
- Cabinet Maker and Millworker
- Graphic Design, Commercial Art and Illustration
- Dental Assistant
- Medical Transcription
- Nurse Assistant/Aide
- Home Health Aide
- Rehabilitation/Therapeutic Services, Other

REGIONAL OCCUPATIONAL PROGRAMS

San Bernardino County (ROP) (continued)

601 North "E" Street
San Bernardino, CA 92410 (909) 387-4439

Classification of Instructional Programs (page 2)

- Health Professions and Related Sciences, Other
- Medical Administrative Assistant/Secretary
- General Office/Clerical and Typing Services
- Banking and Financial Support Services
- Hospitality Services Management, Other

REGIONAL OCCUPATIONAL PROGRAMS

Snowline Regional Occupational Program

Post Office Box 29600

Phelan, CA 92329 (760) 868-3222

Available Services

- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Landscaping Operations and Management
- Entrepreneurship
- Information Sciences and Systems
- Baker/Pastry Chef
- Teacher Assistant/Aide
- Child Care and Guidance Workers and Managers, General
- Criminal Justice/Law Enforcement Administration
- Construction Trades, Other
- Desktop Publishing Equipment Operator
- Cabinet Maker and Millworker
- Banking and Financial Support Services

REGIONAL OCCUPATIONAL PROGRAMS

Trona Regional Occupational Program

83600 Trona Road
Trona, CA 93562 (760) 372-5513

Available Services

- Job Placement Assistance
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Data Processing Tech/Technician

REGIONAL OCCUPATIONAL PROGRAMS

Victor Valley Regional Occupational Program

16500 Mojave Drive
Victorville, CA 92392 (760) 955-3268

Available Services

- Job Placement Assistance
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

WASC

Classification of Instructional Programs

- Radio and Television Broadcasting
- Information Sciences and Systems
- Child Development, Care and Guidance
- Law Enforcement/Police Science
- Auto/Automotive Mechanic/Technician
- Precision Production Trades, Other
- Art, General
- Medical Records Administration
- Medical Transcription
- Health and Medical Administrative Services, Other
- Sports Medicine, Residency
- Health Professions and Related Sciences, Other
- Business, General
- Banking and Financial Support Services

PRIVATE TRAINING PROGRAMS

Academy of Computer Technology

5237 Arrow Highway, Suite #A
Montclair, CA 91763 (909) 445-1458

Available Services

- VA Approved
- Job Placement Assistance

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Administrative Assistant/Secretarial Science, General
- General Office/Clerical and Typing Services
- Accounting Technician

PRIVATE TRAINING PROGRAMS

Advanced Career College

14075 Hesperia Road, Suite 205
Victorville, CA 92392 (760) 948-4141

Available Services

- Financial Aid
- VA Approved
- On-Site Child Care
- Job Placement

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Computer Programming
- Information Sciences and Systems
- Computer Systems Analysts

PRIVATE TRAINING PROGRAMS

American College of Health

1795-A Orange Tree Lane
Redlands, CA 92374 (909) 792-7478

Available Services

- Financial Aid
- On-Site Child Care
- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

CPPVE Approved
Accrediting Bureau of Health Education Schools (A.B.H.E.S.)

Classification of Instructional Programs

- Health and Medical Administrative Services, Other
- Medical Assistant
- Information Sciences and Systems

PRIVATE TRAINING PROGRAMS

American Nanny College, Inc.

4650 Arrow Highway, Suite A-10
Montclair, CA 91763 (714) 624-7711

• Available Services

- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Pre-Elementary/Early Childhood /Kindergarten Teacher
- Child Care Services Manager
- Elder Care Provider/Companion
- Business Administration and Management, Other
- Teacher Assistant/Aide
- Medical Assistant
- Medical Records Administration
- Emergency Medical Tech/Technician

PRIVATE TRAINING PROGRAMS

ASA Learning Center

407 East Gilbert, Suite 5
San Bernardino, CA 92404 (909) 388-1255

Available Services

- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Food Sales Operations
- Computer Science
- Computer Typography and Composition Equipment Operator
- Accounting Technician
- Administrative Assistant/Secretarial Science, General
- Administrative and Secretarial Services, Other

PRIVATE TRAINING PROGRAMS

Associated Technical College

395 North E Street
San Bernardino, CA 92401 (909) 885-1888

Available Services

- Financial Aid
- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

ACCST, CPPVE Approved

Classification of Instructional Programs

- Computer and Information Sciences, Other
- Plumber and Pipefitter
- Communication Systems Installer and Repairer

PRIVATE TRAINING PROGRAMS

Ben Hinkle Realty Register Pre-Licensing School

21930 Highway 18
Apple Valley, CA 92307 (760) 247-2654

Available Services

- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Real Estate

PRIVATE TRAINING PROGRAMS

BMR Training Centers

1808 Commercenter West, Suite A
San Bernardino, CA 92408 (909) 386-1052

Available Services

- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Computer and Information Sciences, General
- Computer Installer and Repairer
- Medical Office Management
- Accounting Technician
- Receptionist
- Information Processing/Data Entry Technician

PRIVATE TRAINING PROGRAMS

California Computer Schools, Inc.

1655 North Mountain Avenue, Suite 114
Upland, CA 91784 (909) 981-6331

Available Services

- Job Placement

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Business Computer Facilities Operator
- Computer and Information Sciences, Other
- Desktop Publishing Equipment Operator
- Accounting Technician

PRIVATE TRAINING PROGRAMS

California Health Institute, Inc.

14075 Hesperia Road, #203
Victorville, CA 92392 (760) 947-4069

Available Services

- Job Placement

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Massage
- Medical Laboratory Technician
- Medical Assistant
- Medical Office Management

PRIVATE TRAINING PROGRAMS

Career Colleges of America

184 West Club Center Drive, Suite 1
San Bernardino, CA 92408 (909) 876-0919

Available Services

- VA Approved
- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Communication Systems Installer and Repairer
- Computer Installer and Repairer
- Industrial Electronics Installer and Repairer
- Auto/Automotive Mechanic/Technician
- Medical Assistant
- Pharmacy Technician/Assistant
- Accounting Technician
- Administrative Assistant/Secretarial Science, General

PRIVATE TRAINING PROGRAMS

Century 21 Region V, Inc. Real Estate School

3400 Inland Empire Blvd, Suite 205
Ontario, CA 91764 (800) 872-4679

Available Services

- Career Counseling

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Real Estate

PRIVATE TRAINING PROGRAMS

Computer ERA Business School

24688 Redlands Blvd
San Bernardino, CA 92408 (909) 799-1105

Available Services

- VA Approved
- Job Placement

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Computer and Information Sciences, General
- Information Sciences and Systems
- Computer Installer and Repairer

PRIVATE TRAINING PROGRAMS

Computer Services & Training, Inc.

9045 Haven Avenue, Suite 100
Rancho Cucamonga, CA 91730 (909) 483-1700

Available Services

N/A

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Computer and Information Sciences, Other

PRIVATE TRAINING PROGRAMS

Concorde Career Institute, Inc.

570 West Fourth Street, Suite 107
San Bernardino, CA 92401 (909) 884-8891

Available Services

- Financial Aid
- VA Approved
- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

AAMA, ACCSCT, CAHEA, WASC, CPPVE APPROVE

Classification of Instructional Programs

- Dental Assistant
- Medical Office Management
- Medical Assistant
- Nursing (R.N. Training)

PRIVATE TRAINING PROGRAMS

Crest Computer Institute

10630 Town Center Drive, Suite 101
Rancho Cucamonga,, CA 91730 (909) 989-9123

Available Services

- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Computer and Information Sciences, Other
- Accounting Technician

PRIVATE TRAINING PROGRAMS

Crossroads Vocational Institute, Inc.

15384 Arrow Blvd
Fontana, CA 92335 (909) 355-2930

Available Services

- Financial Aid
- VA Approved
- On-Site Child Care
- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Computer and Information Sciences, Other
- Nurse Assistant/Aide
- Home Health Aide
- Administrative Assistant/Secretarial Science, General
- General Distribution Operations

PRIVATE TRAINING PROGRAMS

EMS Training Center

7946 Cambridge
Rancho Cucamonga, CA 91768 (909) 941-7950

Available Services

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Emergency Medical Tech/Technician

PRIVATE TRAINING PROGRAMS

Friendly Computer Networks, Inc.

8540 Archibald Avenue Suite D
Rancho Cucamonga, CA 91730 (909) 989-5592

Available Services

- Job Placement

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Computer and Information Sciences, General
- Computer and Information Sciences, Other
- Medical Assistant
- Accounting Technician
- Information Processing/Data Entry Technician
- General Office/Clerical and Typing Services
- Administrative and Secretarial Services, Other

PRIVATE TRAINING PROGRAMS

Goodwill Industries of the Inland Counties

P.O. Box 760

San Bernardino, CA 92402 (909) 885-3831

Available Services

- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- General Retailing Operations
- Computer and Information Sciences, Other
- Custodian/Caretaker

PRIVATE TRAINING PROGRAMS

Health Care Innovations, Inc.

P.O. Box 1245
Colton, CA 92324 (909) 824-1565

Available Services

- VA Approved
- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Dental Assistant
- Medical Administrative Assistant/Secretary

PRIVATE TRAINING PROGRAMS

Inland Empire Career College

1795-A Orange Tree Lane
Redlands, CA 92374 (909) 335-0378

Available Services

- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Communications, General
- Computer and Information Sciences, General
- Anatomy
- Physiology, Human and Animal
- Self-Esteem and Values Clarification
- Chiropractic (D.C.,D.C.M.)
- Hospital/Health Facilities Administration
- Health Unit Manager/Ward Supervisor
- Medical Records Administration
- Medical Records Tech/Technician
- Medical Transcription
- Health and Medical Assistants, Other
- Medical Assistant
- Health and Medical Administrative Services, Other
- Electrocardiograph Tech/Technician
- Emergency Medical Tech/Technician
- Blood Bank Tech/Technician
- Medical Laboratory Technician
- Nursing, Surgical (Post-R.N.)
- Medical Pharmacology and Pharmaceutical Sciences
- Podiatry (D.P.M.,D.P.,Pod.D.)
- Environmental Health
- Occupational Therapy
- Business, General
- Administrative Assistant/Secretarial Science, General
- Medical Administrative Assistant/Secretary
- Receptionist
- General Office/Clerical and Typing Services
- Management Information Systems and Business Data

PRIVATE TRAINING PROGRAMS

Inland Empire Job Corps Center

3173 Kerry Street
San Bernardino, CA 92405 (909) 887-8635

Available Services

- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

N/A

Classification of Instructional Programs

- Landscaping Operations and Management
- Food Products Retailing and Wholesaling Operations
- Ceramic Sciences and Engineering
- Surveying
- Carpenter
- Electrician
- Building/Property Maintenance and Manager
- Welder/Welding Technologist
- General Office/Clerical and Typing Services

PRIVATE TRAINING PROGRAMS

Inland Empire School of Optics

615 North Euclid Avenue, Suite 215
Ontario, CA 91762 (909) 988-0029

Available Services

- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

N/A

Classification of Instructional Programs

- Optician/Dispensing Optician

PRIVATE TRAINING PROGRAMS

Institute of Automotive Technology

425 South G Street
San Bernardino, CA 92410 (909) 386-1848

Available Services

- Job Placement Assistance

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Auto/Automotive Mechanic/Technician

PRIVATE TRAINING PROGRAMS

ITT Technical Institute

630 East Brier Drive, Suite 150
San Bernardino, CA 92408 (909) 889-3800

Available Services

- Financial Aid
- VA Approved
- Job Placement Assistance

Services for Special Needs

N/A

Accreditation

ACCSC, CPPVE Approved

Classification of Instructional Programs

- Industrial/Manufacturing Engineering
- Electrical, Electronic and Communications Engineers
- Drafting, Other

PRIVATE TRAINING PROGRAMS

Net 10 Technologies, Inc.

9108 Pittsburgh Avenue
Rancho Cucamonga, CA 91730 (909) 944-3559

Available Services

- Job Placement Assistance
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Computer and Information Sciences, General
- Computer Science
- Computer and Information Sciences, Other
- Computer Maintenance Tech/Technician
- Management Information Systems and Business Data
- Business Computer Facilities Operator

PRIVATE TRAINING PROGRAMS

New Horizons Computer Learning

1090 E Washington St., Ste H
Colton, CA 92324 (909) 426-4900

Available Services

- VA Approved
- Job Placement Assistance

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Information Sciences and Systems
- Computer and Information Sciences, General
- Business Systems Networking and Telecommunications

PRIVATE TRAINING PROGRAMS

Nova Institute of Health Technology

520 North Euclid Avenue
Ontario, CA 91762 (909) 984-5027

Available Services

- Financial Aid
- Job Placement Assistance
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

ACCET, CPPVE Approved

Classification of Instructional Programs

- Dental Assistant
- Medical Assistant
- Medical Radiologic Tech/Technician
- Nurse Assistant/Aide
- Medical Administrative Assistant and Secretary

PRIVATE TRAINING PROGRAMS

Optical Technician School

14650 Pipeline Avenue
Chino, CA 91710 (909) 482-9072

Available Services

- Job Placement Assistance
- Career Assessment
- Career Counseling

Accreditation

CPPVE Approved

Services for Special Needs

N/A

Classification of Instructional Programs

- Optician/Dispensing Optician

PRIVATE TRAINING PROGRAMS

Premier Training Centers

17870 Highway 18
Apple Valley, CA 92308 (760) 946-4664

Available Services

- Job Placement Assistance

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Business, General
- Information Processing/Data Entry Technician
- General Office/Clerical and Typing Services
- Administrative and Secretarial Services, Other
- Medical Office Management

PRIVATE TRAINING PROGRAMS

Professional Career Institute

15065 Palmdale Road, Ste A
Victorville, CA 92392 (760) 951-5245

Available Services

- Job Placement Assistance
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Health Professions and Related Sciences, Other
- Business, General
- Accounting Technician
- General Office/Clerical and Typing Services

PRIVATE TRAINING PROGRAMS

R T P School

114 Airport Drive, Ste 105
San Bernardino, CA 92408 (909)889-0261

Available Services

- Job Placement Assistance

Accreditation

CPPVE Approved

Services for Special Needs

N/A

Classification of Instructional Programs

- Electrical and Electronic Engineering - Related Technologists/Technicians
- Electrical and Electronics Equipment Installer and Repairer
- Computer Installer and Repairer
- Electrical and Electronics Equipment Installer and Repairer, Other
- Auto/Automotive Mechanic/Technician
- Accounting Technician
- General Office/Clerical and Typing Services

PRIVATE TRAINING PROGRAMS

Rands Systems, Inc.

701 South Mount Vernon Avenue
San Bernardino, CA 92410 (800) 231-6835

Available Services

- Job Placement Assistance
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Computer and Information Sciences, General
- Computer Programming
- Computer Maintenance Tech/Technician
- Mathematics and Computer Science
- Job Seeking/Changing Skills
- Drafting, General
- Machinist/Machine Technologist

PRIVATE TRAINING PROGRAMS

Skadron College

295 E. Caroline Street Suite D
San Bernardino, CA 92410 (909) 885-3896

Available Services

- Financial Aid
- VA Approved
- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

ACCSC, CPPVE Approved

Classification of Instructional Programs

- Business Services Marketing Operations
- Medical Office Management
- Medical Assistant
- Optician/Dispensing Optician
- Ophthalmic/Optometric Services, Other
- Health Aide
- Accounting Technician
- Medical Administrative Assistant/Secretary

PRIVATE TRAINING PROGRAMS

Somos Hermanas Unidas, Business & Educational Inst.

254 East E Street
Colton, CA 92324 (909) 824-5350

Available Services

- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

CCPVE Approved

Classification of Instructional Programs

- General Retailing and Wholesaling Operations and Skills
- Education Administration and Supervision, Other
- Pre-Elementary/Early Childhood/Kindergarten Teacher
- Administrative Assistant/Secretary
- Legal Administrative Assistant/Secretary
- Medical Administrative Assistant/Secretary
- Banking and Financial Support Services
- Management Information Systems and Business Data

PRIVATE TRAINING PROGRAMS

Spanish Vocational Schools

234 South I Street
San Bernardino, CA 92401 (909) 384-1090

Available Services

- Job Placement
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

N/A

Classification of Instructional Programs

- Electrical and Electronics Equipment Installer and Repairer
- Computer Installer and Repairer
- Auto/Automotive Mechanic/Technician
- Leatherworkers and Upholsterers, Other
- Fashion Design and Illustration
- Administrative Assistant/Secretarial Science, General
- Information Processing/Data Entry Technician
- Business Computer Facilities Operator

PRIVATE TRAINING PROGRAMS

Summit Career College

1330 East Cooley Drive
Colton, CA 92324 (909) 422-8950

Available Services

- Financial Aid
- Job Placement Assistance
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

ACCET, CPPVE Approved

Classification of Instructional Programs

- General Selling Skills and Sales Operations
- Communications Tech/Technicians, Other
- Reading, Literacy and Communication Skills
- Medical Transcription
- Medical Assistant
- Accounting Technician
- Medical Administrative Assistant/Secretary
- Receptionist

PRIVATE TRAINING PROGRAMS

Tarbell Institute of Real Estate

1570 West Foothill Boulevard
Upland, CA 91786 (909) 982-8881

Available Services

N/A

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Real Estate

PRIVATE TRAINING PROGRAMS

Training Technologies College

415 North Vineyard, Suite 105
Ontario, CA 91764 (909) 937-1130

Available Services

- Job Placement Assistance
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Computer Programming

PRIVATE TRAINING PROGRAMS

United States Truck Driving School, Inc.

924 West Rialto Avenue
Rialto, CA 92376 (909) 875-8000

Available Services

- Financial Aid
- VA Approved
- Job Placement Assistance
- Career Counseling

Services for Special Needs

N/A

Accreditation

CCPVE Approved

Classification of Instructional Programs

- Truck, Bus, and Other Commercial Vehicle Operator

PRIVATE TRAINING PROGRAMS

Universal Training Center

2102-2112 North Palm Avenue
Highland, CA 92346-4504 (909) 864-1918

Available Services

- Job Placement Assistance
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

CCPVE Approved

Classification of Instructional Programs

- General Retailing and Wholesaling Operations and Skills. Other
- Computer and Information Sciences, General
- Barber/Hairstylist
- Computer Maintenance Tech/Technician
- Basic Skills, General
- Law Enforcement/Police Science
- Auto/Automotive Mechanic/Technician
- Medical Records Administration
- Business Administration and Management, General
- Accounting, Other
- Banking and Financial Support Services

PRIVATE TRAINING PROGRAMS

Vision Quest Career Resource

1200 Arizona Street, Suite A 11
Redlands, CA 92374 (909) 798-4342

Available Services

- Financial Aid
- VA Approved
- Job Placement Assistance
- Career Assessment
- Career Counseling

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- General Retailing Operations
- Administrative Assistant/Secretarial Science, General

PRIVATE TRAINING PROGRAMS

Western Pacific Truck School

546 West Rialto Avenue
Rialto, CA 92377 (909) 875-1200

Available Services

- Job Placement Assistance

Services for Special Needs

N/A

Accreditation

CPPVE Approved

Classification of Instructional Programs

- Truck, Bus and Other Commercial Vehicle Operator



Please return completed questionnaire to:
San Bernardino, Jobs & Employment Ser. D
851 S. Mount Vernon Ave. Ste. #22
Colton CA 92324

Phone: (909) 433-3339
Fax: (909) 433-3340

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

NAME: _____
POSITION: _____
PHONE: _____ FAX: _____

Please complete this questionnaire for the occupation described below. If you have multiple locations, please confine your answers to locations in **San Bernardino County**. Please call the number above if you have questions.

COUNTER AND RENTAL CLERKS

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

1. What job title(s) do **you** use for these duties _____ 005

2. How many employees do you **currently** have in this occupation? _____ 010
How many of these fall within each of the following categories, and how many hours per **week** do they work, on average?

	NUMBER OF EMPLOYEES				AVERAGE WEEKLY HOURS																								
Regular, Full Time:	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>																	590		<table><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>									591
Regular, Part Time:	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>																	650		<table><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>									651
Temporary Or On-Call:	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>																	630		<table><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>									631
Seasonal:	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>																	610		<table><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>									611

3. Of the people you have hired into this occupation over the last 12 months, how many were hired to fill:

vacancies resulting from promotions within your firm?	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>																	031
vacancies resulting from people in permanent positions leaving your firm?	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>																	032
new permanent positions resulting from growth?	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>																	030
temporary or seasonal positions?	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>																	033

4. Of the employees you currently have in this occupation, how many are: MALE? _____ 060 FEMALE? _____ 061

5. During the last year, did your firm's employment in this occupation: (Please Check One)

DECLINE ☐ 480 3 REMAIN STABLE ☐ 480 2 GROW ☐ 480 1

Why? _____ 481

6. Over the next three years, do you expect your firm's employment in this occupation to: (Please Check One)

DECLINE ☐ 740 3 REMAIN STABLE ☐ 740 2 GROW ☐ 740 1

Why? _____ 741

7. Are your employees in this occupation members of a union? (Please Check One) YES ☐ 300 1 NO ☐ 300 2

8. For the people you hire into this occupation, is previous experience required? (Please Check One)

NEVER ☐ 390 4 SOMETIMES ☐ 390 3 USUALLY ☐ 390 2 ALWAYS ☐ 390 1

9. If you require previous experience, what jobs can it be in and how many months of experience meet your qualifications?

(Job Title) 414 _____
(Months of Experience) 416 _____
(Job title) 415 _____
(Months of Experience) 417

10. How difficult is it to find **fully experienced and qualified** applicants? (Please Check One)

NOT DIFFICULT ☐ 721 1 A LITTLE DIFFICULT ☐ 721 2 SOMEWHAT DIFFICULT ☐ 721 3 VERY DIFFICULT ☐ 721 4

11. If you ever hire **inexperienced** applicants (trained or untrained), how difficult is it to find applicants who meet your hiring standards? (Please Check One)

NOT DIFFICULT ☐ 731 1 A LITTLE DIFFICULT ☐ 731 2 SOMEWHAT DIFFICULT ☐ 731 3 VERY DIFFICULT ☐ 731 4

12. Is training acceptable as a substitute for experience? (Please Check One)

NEVER ☐ 391 4 SOMETIMES ☐ 391 3 USUALLY ☐ 391 2 ALWAYS ☐ 391 1

13. If training or certification is required prior to employment, please describe what is needed and how much.

(Training or Certification Needed) 153 _____ 156
(Months of Training)

14. What level of formal education do most of your recently hired employees in this occupation have? (Please Check One)

LESS THAN HIGH SCHOOL <input type="checkbox"/> 140	ASSOCIATE (2 YEAR) DEGREE <input type="checkbox"/> 142
HIGH SCHOOL OR EQUIVALENT <input type="checkbox"/> 141	BACHELOR (4 YEAR) DEGREE <input type="checkbox"/> 144
SOME COLLEGE, BUT NO DEGREE <input type="checkbox"/> 157	GRADUATE STUDY <input type="checkbox"/> 158

15. What type of computer software skills, if any, do you seek in applicants for this occupation? (Please check all that apply)

WORD PROCESSING ☐ 051 SPREADSHEET ☐ 050 DATABASE ☐ 052 DESKTOP PUBLISHING ☐ 053

Other (Please Specify): _____ 054 _____ 055

16. Over the next three years, what new skills are needed to perform the functions of this occupation and what skills are becoming obsolete?

NEW SKILLS:	OBSOLETE SKILLS:
_____ 460	_____ 462
_____ 461	_____ 463

17. What is the usual income earned by your employees in this occupation at the following levels of skill and experience? Please separate the base wage or salary from tips and commissions, if applicable.

	BASE WAGE OR SALARY	TIPS OR COMMISSIONS
New Hires With No Experience (Trained or Untrained):	\$ _____ 550	\$ _____ 553
New Hires Who Are Experienced:	\$ _____ 551	\$ _____ 554
Experienced Employees After Three Years With Your Firm:	\$ _____ 552	\$ _____ 555

Per: (Please Check One)	BASE WAGE OR SALARY	TIPS OR COMMISSIONS
HOUR <input type="checkbox"/> 556 H	WEEK <input type="checkbox"/> 556 W	HOUR <input type="checkbox"/> 557 H
MONTH <input type="checkbox"/> 556 M	YEAR <input type="checkbox"/> 556 A	MONTH <input type="checkbox"/> 557 M
Other(Please specify) _____ <input type="checkbox"/> 556 O		Other _____ <input type="checkbox"/> 557 O

18. Does your firm offer benefits to employees in this occupation? (Please Check One)

If yes, please specify: (Please Check All That Apply)

FULL-TIME	PART-TIME	FULL-TIME	PART-TIME
MEDICAL INSURANCE <input type="checkbox"/> 573	<input type="checkbox"/> 583	PAID SICK LEAVE <input type="checkbox"/> 571	<input type="checkbox"/> 581
DENTAL INSURANCE <input type="checkbox"/> 574	<input type="checkbox"/> 584	PAID VACATION <input type="checkbox"/> 570	<input type="checkbox"/> 580
VISION INSURANCE <input type="checkbox"/> 575	<input type="checkbox"/> 585	RETIREMENT PLAN <input type="checkbox"/> 572	<input type="checkbox"/> 582
LIFE INSURANCE <input type="checkbox"/> 576	<input type="checkbox"/> 586	CHILD CARE <input type="checkbox"/> 577	<input type="checkbox"/> 587
Other (Please Specify): _____ 578		_____ 588	

19. Do you ever promote employees from this occupation to higher level position? (Please Check One)

YES ☐ 514 1 NO ☐ 514 2

If yes, please specify: _____ 510

20. When you recruit employees for this occupation, which of the following methods do you **primarily** use ? (Check all that apply)

EMPLOYEES' REFERRALS <input type="checkbox"/> 371	PUBLIC SCHOOL OR PROGRAM REFERRALS <input type="checkbox"/> 376
RECRUIT VIA NEWSPAPER ADS <input type="checkbox"/> 372	PRIVATE SCHOOL REFERRALS <input type="checkbox"/> 377
PRIVATE EMPLOYMENT AGENCIES <input type="checkbox"/> 373	EMPLOYMENT DEVELOPMENT DEPT. <input type="checkbox"/> 374
HIRE UNSOLICITED APPLICANTS <input type="checkbox"/> 379	UNION HALL REFERRALS <input type="checkbox"/> 378
IN-HOUSE PROMOTION OR TRANSFER <input type="checkbox"/> 370	Other(Please specify): _____ <input type="checkbox"/> 380

THANK YOU FOR YOUR COOPERATION !

Would you like to receive the outlook summary for this or any other occupation? (Please check one) YES ☐ 382 1 NO ☐ 382 2

21. **Your response to this question will help improve training programs for this occupation.**

Please rate each of the following qualifications, on a scale of 0 to 3, as to their level of importance for **job entry**. (please circle)

		Not N/A	Important	Important	Very Important	Q Code
Basic/Technical Skills						
Ability to read and follow instructions.	0	1	2	3		900009
Oral communication skills.	0	1	2	3		900012
Basic math skills.	0	1	2	3		857090
Telephone answering skills.	0	1	2	3		856920
Ability to write effectively.	0	1	2	3		900002
Data entry skills.	0	1	2	3		435050
Alphabetic and numeric filing skills.	0	1	2	3		465830
Proofreading skills.	0	1	2	3		500690
Ability to type at least 45 wpm.	0	1	2	3		999045
Ability to operate office machines.	0	1	2	3		466900
Supervisory skills.	0	1	2	3		379680
Certificated to perform CPR.	0	1	2	3		710009
Ability to administer emergency first aid.	0	1	2	3		519040
Problem solving skills.	0	1	2	3		900004
Bilingual skills.	0	1	2	3		980037
Physical Abilities						
Ability to pass a pre-employment medical examination.	0	1	2	3		793004
Ability to pass a pre-employment drug test.	0	1	2	3		900021
Ability to perform strenuous, physically demanding work.	0	1	2	3		791015
Ability to lift at least 10 lbs. repeatedly.	0	1	2	3		997010
Ability to lift at least 50 lbs. repeatedly.	0	1	2	3		997050
Ability to sit continuously for 2 or more hours.	0	1	2	3		900050
Ability to stand continuously for 2 or more hours.	0	1	2	3		900049
Flexibility						
Willingness to work nights, weekends, and holidays.	0	1	2	3		793022
Willingness to work part-time.	0	1	2	3		793016
Willingness to work overtime.	0	1	2	3		793055
Personal/Other Qualifications						
Willingness to work with close supervision.	0	1	2	3		793013
Ability to work independently.	0	1	2	3		900007
Ability to work as part of a team.	0	1	2	3		793044
Ability to perform routine, repetitive work.	0	1	2	3		793012
Organizational skills.	0	1	2	3		276682
Sensitivity to a multicultural work environment.	0	1	2	3		900102
Ability to handle crisis situations.	0	1	2	3		391401
Possession of a good DMV driving record.	0	1	2	3		900013
Interpersonal skills.	0	1	2	3		900008
Possession of a reliable vehicle.	0	1	2	3		793005
Possession of a clean police record.	0	1	2	3		793008

The County of San Bernardino Jobs and Employment Services Department offers the following services to local employers. If you are interested in being contacted to learn more about these services, please indicate your areas of interest below and a representative will call you:

Referral of pre-screened, qualified job ready applicants. Yes ☐ No ☐

Applicant Recruitment, Screening and Assessment. Yes ☐ No ☐

Job Description Development and Prevailing Wage Ranges. Yes ☐ No ☐

Subsidized On-the-Job Training Program. Yes ☐ No ☐

Customized Employee Training. Yes ☐ No ☐

Youth Internship and Summer Youth Programs. Yes ☐ No ☐

Contact Person: _____

Phone: _____

FOR OFFICE USE ONLY:

Schedule ID: _____ O.E.S. Code: _____

Occupation: _____

OCCUPATIONS STUDIED IN 1995 AND 1996

Accountants and Auditors – 1995
Assemblers and Fabricators – Except Machine, Electrical, Electronic, and Precision – 1995
Automotive Mechanics – 1995
Bill and Account Collectors – 1996
Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers – 1995
Bus and Truck Mechanics and Diesel Engine Specialists – 1996
Cashiers – 1996
Child Care Workers – 1996
Computer Programmers, Including Aides – 1996
Cooks – Institution or Cafeteria – 1996
Dental Assistants – 1995
First Line Supervisors/Managers of Mechanics, Installers, and Repairers - 1995
Food Preparation Workers – 1996
General Office Clerks – 1995
Guards and Watch Guards – 1996
Home Health Care Workers – 1996
Human Service Workers – 1996
Industrial Truck and Tractor Operators – 1995
Instructional Aides – 1996
Instructors and Coaches – Sports and Physical Training – 1996
Janitors and Cleaners – Except Maids and Housekeeping Cleaners – 1996
Kindergarten Teachers – 1996
Licensed Vocational Nurses – 1995
Library Assistants and Bookmobile Drivers – 1996
Machinists – 1996
Medical Assistants – 1995
Metal Material Handlers – 1996
Nurse Aides – 1995
Physical Therapists – 1995
Preschool Teachers – 1996
Receptionists and Information Clerks – 1995
Recreation Workers – 1996
Registered Nurses – 1995
Respiratory Care Practitioners – 1995
Salespersons – Retail (Except Vehicle Sales) - 1995
Secretaries, General – 1995
Secretaries, Medical – 1996
Social Workers – Medical and Psychiatric – 1996
Traffic, Shipping and Receiving Clerks – 1995
Truck Drivers – Heavy or Tractor Trailer - 1995
Truck Drivers, Light – Including Delivery and Route Workers - 1995
Typists, Including Word Processing – 1995
Vocational and Educational Counselors – 1996
Welders and Cutters – 1996

A copy of the 1995 and 1996 Occupational Outlook Reports may be obtained from:

Panda Harris, CCOIS Program Coordinator
 County of San Bernardino Jobs and Employment Services Department
 851 S. Mt. Vernon Avenue, Suite 11, Colton, CA 92324
 Phone (909) 433-3339, FAX (909) 433-3340
 E-mail pharris@jesd.co.san-bernardino.ca.us

All reports are also available on-line at <http://www.calmis.cahwnet.gov>

CCOIS PROJECTS IN CALIFORNIA

<u>LOCAL CCOIS AGENCIES</u>	<u>PHONE</u>	<u>FAX</u>	<u>CONTACT</u>
Butte, Private Industry Council of	(916) 538-6798	(916) 534-6897	Bill Allen
Contra Costa County PIC	(510)646-5023	(510)646-5517	Sondra Rothwell
Employers Training Resource(Kern,Inyo,Mono)	(805)336-6954	(805)336-6858	Patty Mallard
Fresno County PIC	(209)499-3703	(209)497-7872	Vacant
Golden Sierra Job Training Agency	(916)265-3201	(916)265-5297	Tom Medley
Humboldt County Employment and Training	(707)441-4642	(707)445-6228	Steve Hughes
Imperial County, Private Industry Council of, Inc.	(760)353-5050	(760)353-6594	Tracy Bendix
Kings County Job Training Office	(209)582-9213	(209)582-8947	Sarah Knudson
Los Angeles County PIC	(213)351-6622	(213)380-8275	Michael Arredondo
Madera County Office of Education	(209)673-7031	(209)673-5569	Nivia Green
Marin Employment Connection	(415) 499-3074	(415) 499-7847	Nick Zbyock
Mendocino County PIC	(707)468-1196	(707)468-1498	Elaine Morris
Merced Private Industry Training Department	(209)385-7319 xt2042	(209)722-3776	David Cramer
Monterey County PIC	(408)755-5429	(408)755-5054	Phil Livingston
Mother Lode Job Training Agency	(209)532-2820	(209)533-1079	Maria Robinson
Napa County Training and Employment Center	(916)984-9615	(916)984-1783	Jim Cassio
North Central Counties Consortium & PIC	(707)262-3408	(707)263-0920	Donna Hodge
North Rural Training & Employment Consortium – NoRTEC	(916)529-7010	(916)529-7015	DeeAnn Hunter
NOVA Private Industry Council, City of Sunnyvale	(408)730-7526	(408)773-9054	Jasmine Khosravian
Oakland PIC (Alameda)	(510)208-7363	(510)839-3766	Toni McElroy
Orange County PIC	(714)834-7146	(714)834-7132	Tom Cripps
Riverside EDA JTPA	(909)275-1029	(909)275-3131	Linyen Leypon
Sacramento/Yolo Consortium	(916)984-9615	(916)984-1783	Jim Cassio
San Benito County Private Industry Council	(408)522-1047	(408)637-0996	Fay Bulman
San Bernardino County Jobs & Employment Svcs.	(909)433-3339	(909)433-3340	Panda Harris
San Diego Consortium and PIC	(619)238-1445 xt283	(619)238-6063	Gary Moss
San Francisco PIC	(415)431-8700	(415)431-8702	Robert Blanchard
San Joaquin County PIC	(209)468-3656	(209)462-9063	Mechelle Hayes
San Luis Obispo, Private Industry Council of	(805)781-2216	(805)541-4117	Leslie Brown
San Mateo County PIC	(415)802-5194	(415)802-5173	Isaiah Vi
Santa Barbara County Job Training Network	(805)739-8665	(805)739-8651	Elena Morelos
Santa Cruz, County of, Human Resource Agency	(408)454-4586	(408)454-4651	Wanda Flagg
Shasta County PIC	(916)245-1584	(916)246-4254	Paul Shelton
Solano County PIC	(707)864-3370 xt502	(707)864-3386	Shahriar Abacha
Sonoma County PIC	(707)547-5572	(707)547-5555	Kathleen Cuculich
Stanislaus County PIC	(209)558-2112	(209)558-2164	Paul Rodgers
Tulare County PIC	(209)737-4246	(209)737-4252	Jeannie Yncian
Ventura, County of, Workforce Development Div.-JTPA	(805)981-8215	(805)981-8786	Theresa Salazar Krumhauer

The CCOIS is administered at the state level by the Labor Market Information Division of the California Employment Development Department. For more information, contact the CCOIS Group at (916)262-2353. The California Occupational Information Coordinating Committee, comprised of representatives from nine state agencies, provides policy advice to EDD in the operation of the CCOIS. Their number is (916)323-6544.